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Contact Officer:

John Armstrong, Democratic Services &
Elections Manager

19 May 2022

Dear Councillor

Your attendance is requested at a meeting of the **EXECUTIVE SHAREHOLDER AND TRUSTEE COMMITTEE** to be held in the Council Chamber, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **THURSDAY, 26 MAY 2022** at 6.00 pm.

Yours faithfully

Tom Horwood
Joint Chief Executive
Guildford & Waverley
Borough Councils

MEMBERS OF THE EXECUTIVE SHAREHOLDER AND TRUSTEE COMMITTEE

Chairman:

Councillor Joss Bigmore (Leader of the Council)

Vice-Chairman:

Councillor Julia McShane (Deputy Leader of the Council)

Councillor John Redpath

Authorised Substitute Members:

Councillor Tim Anderson

Councillor Tom Hunt

Councillor John Rigg

Councillor James Steel

WEBCASTING NOTICE

This meeting will be recorded for live and/or subsequent broadcast on the Council's website in accordance with the Council's capacity in performing a task in the public interest and in line with the Openness of Local Government Bodies Regulations 2014. The whole of the meeting will be recorded, except where there are confidential or exempt items, and the footage will be on the website for six months.

If you have any queries regarding webcasting of meetings, please contact Committee Services.

QUORUM 3



THE COUNCIL'S STRATEGIC FRAMEWORK (2021- 2025)

Our Vision:

A green, thriving town and villages where people have the homes they need, access to quality employment, with strong and safe communities that come together to support those needing help.

Our Mission:

A trusted, efficient, innovative, and transparent Council that listens and responds quickly to the needs of our community.

Our Values:

- We will put the interests of our community first.
- We will listen to the views of residents and be open and accountable in our decision-making.
- We will deliver excellent customer service.
- We will spend money carefully and deliver good value for money services.
- We will put the environment at the heart of our actions and decisions to deliver on our commitment to the climate change emergency.
- We will support the most vulnerable members of our community as we believe that every person matters.
- We will support our local economy.
- We will work constructively with other councils, partners, businesses, and communities to achieve the best outcomes for all.
- We will ensure that our councillors and staff uphold the highest standards of conduct.

Our strategic priorities:

Homes and Jobs

- Revive Guildford town centre to unlock its full potential
- Provide and facilitate housing that people can afford
- Create employment opportunities through regeneration
- Support high quality development of strategic sites
- Support our business community and attract new inward investment
- Maximise opportunities for digital infrastructure improvements and smart places technology

Environment

- Provide leadership in our own operations by reducing carbon emissions, energy consumption and waste
- Engage with residents and businesses to encourage them to act in more environmentally sustainable ways through their waste, travel, and energy choices
- Work with partners to make travel more sustainable and reduce congestion
- Make every effort to protect and enhance our biodiversity and natural environment.

Community

- Tackling inequality in our communities
- Work with communities to support those in need
- Support the unemployed back into the workplace and facilitate opportunities for residents to enhance their skills
- Prevent homelessness and rough-sleeping in the borough

AGENDA

ITEM NO.

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF REPLACEMENTS

2 DISCLOSURE OF INTERESTS

In accordance with the Councillors' Code of Conduct, a councillor is required to disclose at the meeting any disclosable pecuniary interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and they must also withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, the councillor must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

Councillors are further invited to disclose any non-pecuniary interest which may be relevant to any matter on this agenda, in the interests of transparency, and to confirm that it will not affect their objectivity in relation to that matter.

3 MINUTES (Pages 5 - 6)

To confirm the minutes of the meeting of the Committee held on 24 February 2022 as a correct record.

4 SUTHERLAND MEMORIAL PARK - CRICKET PAVILION (Pages 7 - 24)

5 GUILDFORD SPORTS GROUND CHARITY ANNUAL RETURNS FOR THE YEARS ENDING 31 MARCH 2020 & 31 MARCH 2021 (Pages 25 - 152)

Key Decisions:

Any item on this agenda that is marked with an asterisk is a key decision. The Council's Constitution defines a key decision as an executive decision which is likely to result in expenditure or savings of at least £200,000 or which is likely to have a significant impact on two or more wards within the Borough.

Under Regulation 9 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, whenever the Executive intends to take a key decision, a document setting out prescribed information about the key decision including:

- the date on which it is to be made,
- details of the decision makers,
- a list of the documents to be submitted to the Executive in relation to the matter,
- how copies of such documents may be obtained

must be available for inspection by the public at the Council offices and on the Council's website at least 28 clear days before the key decision is to be made. The relevant notice in respect of the key decisions to be taken at this meeting was published as part of the Forward Plan on 21 April 2022.

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EXECUTIVE SHAREHOLDER AND TRUSTEE COMMITTEE

- * Councillor Joss Bigmore (Chairman)
- * Councillor Julia McShane (Vice-Chairman)

* Councillor John Redpath

*Present

Action By

24. APOLOGIES FOR ABSENCE AND NOTIFICATION OF REPLACEMENTS

25. DISCLOSURE OF INTERESTS

26. MINUTES

The minutes of the meeting held on 4th January 2022 were confirmed as a correct record. The Chairman signed the minutes.

27. GUILDFORD BOROUGH COUNCIL HOLDINGS LIMITED AND NORTH DOWNS HOUSING LIMITED - VARIATION OF THE FINANCIAL ARRANGEMENTS

North Downs Housing Limited (NDHL) was the wholly owned housing company established by the council in 2016, together with its parent company Guildford Borough Council Holdings Limited (GBCH). The council was the sole shareholder in GBCH and the company was funded by the grant of a 25-year secure variable rate loan of £1.44 million and the investment of £0.96 million in equity shares to be drawn down alongside the loan. On 18 July 2017, the Executive approved the business plan for NDHL and the investment of £22 million on a 60/40 loan/equity investment split.

Claire Morris

Over time the company had grown and it had become necessary to review the funding arrangements. It was also necessary to request an updated business plan from NDHL in order to understand future funding requirements. The committee considered a report providing a summary of progress to date and which sought a variation to the financing arrangement originally proposed. There were no financial implications for the council as the budgets had already been approved.

The committee was in agreement with the proposals and consequently,

RESOLVED:

1. To approve the increase in the 25-year secure variable loan to NDHL to £15.18million.
2. To approve the investment of £9.22million in equity shares in

GBCH, to be drawn down alongside the loan to NDHL, of which £7,786,408 has already been invested.

3. To request that GBCH corrects the position in relation to the shares issued to the Council and the shareholdings in NDHL to address the issues as set out in paragraph 4 of the report.
4. To request an updated Business Plan from NDHL to cover future funding.

Reason:

To fulfil the Council's corporate governance duties in respect of its subsidiary company.

The meeting finished at 6.07 pm

Signed

Date

Chairman

Executive Shareholder and Trustee Committee Report

Ward(s) affected: Burpham

Report of Strategic Services Director

Author: Damien Cannell (Asset and Property Manager)

Tel: 01483 444553

Email: Damien.cannell@guildford.gov.uk

Lead Councillor responsible: Tim Anderson

Tel: 07545963157

Email: tim.anderson@guildford.gov.uk

Date: 26 May 2022

Sutherland Memorial Park - Cricket Pavilion

Executive Summary

Sutherland Memorial Park ("the Park") is a 6.53 hectare open space parcel of land. The Burpham War Memorial Trust ("the Trust") comprises a 2.17 hectare strip of land making up part of the Park. The Trust was donated as a charitable bequest in 1954 by the Duke of Sutherland as a memorial to residents of Burpham who were killed on active service during the Second World War. The adjoining land was developed and incorporated in the 1990s, including a car park. The Council is the sole trustee of the charitable trust for the Burpham War Memorial Trust.

The Cricket Pavilion at the Park forms part of the land included in the Trust and is currently used by Sunshine Nursery (Guildford) Limited ("the Nursery") and the Guildford City Cricket Youth Project ('GCCYP') who play cricket on the park.

On 24 August 2021, the Executive Shareholder and Trustee Committee had approved that GCCYP be permitted to continue to hire the pavilion when required using existing hire arrangements outside of the Nursery's operating hours. However, GCCYP's use of the pavilion falls outside of the terms of hire arrangements and therefore officers are seeking to regularise GCCYP's use by way of a licence in order to protect the Council's interest and a lease of an area withing the pavilion for storage of equipment.

Recommendation to Executive Shareholder and Trustee Committee:

- (1) That the Head of Asset Management be authorised to grant a licence, outside of the Nursery operating hours, to Guildford City Cricket Youth Project in respect of their use of the Cricket Pavilion at Sutherland Memorial Park as well as a lease of a storage area within the building.

Reasons for Recommendation:

- To regularise the usage of the pavilion, secure the ongoing community amenity and protect the Council's interests. Regularising the GCCYP's occupation will protect the Council as currently the responsibilities

between the Council as Landlord and GCCYP are not clearly defined and as such there are risks regarding liability should an accident occur.

- To fulfil the Council's charitable trustee duties.

Is the report (or part of it) exempt from publication? No

1. Purpose of Report

- 1.1 The purpose of this report is to inform the Committee of the current uses of the pavilion and to seek consent for the recommendations laid out above.

2. Strategic Priorities

- 2.1 Central to the Council's Corporate Plan is the Community theme and our strategic priorities to support older, more vulnerable, and less advantaged people in the community and enhancing sporting, cultural, community and recreational facilities. Allowing appropriate organisations to deliver such services using some of our buildings can be an effective way of achieving the outcomes we seek.
- 2.2 To ensure compliance with the requirements of the Charities Act 2011.
- 2.3 To secure a financial income for The Burpham War Memorial Trust.

3. Background

- 3.1 The Burpham War Memorial Trust comprises a 2.17 hectare strip of land making up part of Sutherland Memorial Park. The land was donated as a charitable bequest in 1954 by the Duke of Sutherland as a memorial to residents of Burpham who were killed on active service during the Second World War. The Cricket Pavilion forms part of the land included in the Trust.
- 3.2 It is a specific requirement of the charitable bequest that the land be used only for parks and recreational purposes. See appendix 1.
- 3.3 On 31 March 2008 the Charity Commission removed the original trustees and substituted Guildford Borough Council as the sole charitable trustee.
- 3.4 GCCYP have hired the pitches, including the pavilion, for over twenty years for cricket matches and training. The pavilion is managed by Parks and Countryside on behalf of the Trust, and they oversee the hire arrangements. Approximately 60% of the pitches are on charitable land. See Appendix 2.
- 3.5 Annual income from GCCYP hiring the pitches has been as follows:
- 2018-19 Income - £4,587
2019-20 Income - £2,416
- Income from GCCYP for 2020-21 was nil due to COVID restrictions preventing their activities.

- 3.6 On 24 August 2021, the Executive Shareholder and Trustee Committee had approved that GCCYP be permitted to continue to hire the pavilion when required using existing hire arrangements outside of the Nursery's operating hours. However, GCCYP's use of the pavilion falls outside of the terms of hire arrangements.
- 3.7 Officers are therefore seeking to regularise GCCYP's use of the pavilion.
- 3.8 GCCYP has agreed to enter into a licence to occupy the pavilion on the following key terms:
- (a) A five-year licence to occupy.
 - (b) Occupational hours are Fridays from 16:00pm to 20:00pm
Sundays between 1st April – 30th September in each year.
- 3.9 In addition, GCCYP wish to have exclusive use of a room within the pavilion for storage of equipment. GCCYP has also agreed to enter into a five-year lease of a storage area within the pavilion, which allows exclusive use and occupation.
- 3.10 Any other requirements outside of this will be dealt with by way of a hire agreement.

4. Key Risks

- 4.1 At present, GCCYP does not have a documented agreement to occupy and use the pavilion in the way they require. The Council's legal officers have confirmed that GCCYP does not have security of tenure. However, if the use and occupation of the pavilion is not formally documented, then the Council could be liable or deemed at fault if certain scenarios unfolded e.g. accidents, as the responsibilities of the licensor / landlord and user are not clearly set out, which may leave the Council exposed and liable.

5. Financial Implications

- 5.1 The Council currently subsidises the Trust's charitable expenses (2019/20 - £54,711). The GCCYP income contributes to the sustainability of the charity and therefore facilitates the delivery of its objectives.
- 5.2 An independent, Charities Act 2011 compliant valuation has been carried out, valuing the occupation and use of the facilities for the hours set out in para 3.8 at £1,300 per year. This represents best consideration.
- 5.3 Formalising the occupation would allow for better financial planning and minimise any losses to the Council.

6. Legal Implications

- 6.1 The Charity Act 2011 requires the Council, as charitable trustee, to take all steps to ensure the proper administration and financial management of Trust's charitable assets.
- 6.2 The Council is therefore required to administer the charitable land in accordance with the vesting document.

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- 6.3 In terms of the lease for the storage area, the Council is required to meet the requirements for charitable disposals e.g.

(a) The lease will be subject to restrictions in sections 117 to 121 of the Charities Act 2011; and

(b) Valuation advice must be obtained and the Council must be satisfied that the terms for the lease are the best that can be reasonably obtained.

- 6.4 Officers are satisfied that the requirements set out in paragraph 6.3, in respect of the lease, as well as the proposed licence, have been met.

7. Human Resource Implications

- 7.1 There are no human resources implications as a result of this report. Any outcomes will be managed within existing resources.

8. Equality and Diversity Implications

- 8.1 A screening Equalities Impact Assessment has been undertaken. See Appendix 3.

9. Climate Change/Sustainability Implications

- 9.1 There are no climate change / sustainability implications from this report.

10. Summary of Options

- 10.1 The options available to the charitable trustees are:

10.1.1 Do nothing – this will not address the issues related to the use of the pavilion. The Council will also be in a position where it could be deemed liable in the event of an accident, for example, with no clear responsibilities defined.

10.1.2 Enter into a licence to regularise GCCYP's use of the pavilion and grant a lease of a storage area to GCCYP on the conditions outlined in this report as soon as practicable to mitigate the risks, also detailed in this report. This would regularise the occupation thus protecting the Council, as Landlord, should any incidents or accidents occur.

11. Conclusion

- 11.1 The Council has an opportunity to regularise arrangements with a longstanding hirer of the premises, protect a valued local amenity and charitable income in the short to medium term, as well as protecting the Council's interests, as the responsibilities between the Landlord and current user is not clearly defined and as such there are risks regarding liability should an accident occur.

- 11.2 The continued use of the charitable land and pavilion by GCCYP meets the charitable objectives of the Trust.

- 11.3 The grant of a licence for the pavilion and lease of a storage area is the preferred option.

12. Background Papers

None

13. Appendices

Appendix 1: Original Vesting Deed

Appendix 2: Plan – Extent of charitable land

Appendix 3: Equality impact assessment

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THIS CONVEYANCE is made the 21st day of September 1954 BETWEEN THE MOST NOBLE GEORGE GRANVILLE DUKE and EARL OF SUTHERLAND, K.T.,P.C., of Sutton Place Guildford in the County of Surrey (hereinafter called "the Settlor") of the one part and THE MAYOR ALDERMEN AND BURGESSES of the Borough of Guildford (hereinafter called "the Trustees") of the other part

WHEREAS :-

- (1) Under a Vesting Deed dated the 20th day of August 1930 and made between The Most Noble Niall Diarmid Duke of Argyll and The Right Honourable Eric Viscount Chaplin of the one part and the Settlor of the other part the property hereinafter described and hereby conveyed (being part of the Settled Lands comprised in the said Vesting Deed) is vested in the Settlor in fee simple free from incumbrances
- (2) In order to provide a Public Recreation Ground and Playing Field as a War Memorial to the residents of Burpham near Guildford in the County of Surrey who were killed on active service during the late War the Settlor is desirous of granting the property hereinafter described to the intent that the same shall be held for the purposes authorised by the Recreation Grounds Act 1859 and the Trustees have agreed to act as such Trustees as aforesaid
- (3) The expression "residents of Burpham" shall mean and include those persons from time to time residing within the boundary for the time being of the ecclesiastical parish of Burpham-cum- Sutton which is situated at the date hereof partly within the Borough of Guildford and partly within the Rural District of Guildford
- (4) Under a Settlement dated the 13th day of September 1909 and made between the Most Noble Cromartie Duke and Earl of Sutherland K.G. of the one part and the said the Most Noble Niall Diarmid Duke of Argyll and The Right Honourable Eric Viscount Chaplin (therein called "Niall Diarmid Campbell" and "Eric Chaplin" respectively) of the other part the Settlor as tenant for life of the said Settlement has power to grant gratuitously any part or parts of the hereditaments subject to the said Settlement in fee simple for the purposes hereinbefore expressed and declared in respect of the land hereinafter granted and conveyed

- (5) Planning permission for the use of the land hereby conveyed as a Recreation Ground and Playing Field has been granted by the Local Planning Authority under the Town and Country Planning Act, 1947

N O W THIS DEED W I T N E S S E T H:-

1. The Settlor in exercise of the powers conferred upon him by Section 55 of the Settled Land Act 1925 as enlarged by the said Settlement and of every other power hereunto enabling him hereby as Settlor freely and voluntarily and gratuitously grants and conveys unto the Trustees ALL THAT piece or parcel of land situate in the Parish of Burpham-cum-Sutton in the County of Surrey forming part of the Sutton Place Estate and bounded on the south west side thereof by a road known as Jacobs Well Road and on the south east thereof by the London Road which said piece or parcel of land comprises 5.37 acres or thereabouts and is for the purpose of identification only and not by way of admeasurement delineated on the plan attached hereto and thereon coloured pink (hereinafter called "the said lands") EXCEPT AND RESERVING in fee simple unto the Settlor and his successors in title the owner or owners of the adjoining land known as Bowers Farm the right to the free passage and running of water and soil from the said adjoining land through the drains and pipes in or under the said lands or which may be constructed therein or thereunder and the right to enter upon the said lands for the purpose of repairing and cleansing the said drains and pipes or removing therefrom any obstruction the Settlor and his successors in title making good all damage thereby occasioned TO HOLD the same unto the Trustees in fee simple upon the Trust following namely for the perpetual use thereof as a Public Recreation Ground and Playing Field for the purposes of the Recreation Grounds Act 1859 as a Memorial to the residents of Burpham who were killed on active service during the late War and for no other purpose whatsoever except that the Trustees may from time to time sell part or parts of the said land not exceeding one acre in total to the appropriate highway authority for the purpose of road widening and improvements and apply the proceeds of any such for the purpose of preparing maintaining and preserving the remainder of the said land as a recreation ground and playing field
2. The management of the said land shall be vested in the following persons (hereinafter called "the Managers") namely ARTHUR WILLIAM HENRY THEODOSIUS Clerk in Holy Orders for so long as he shall remain Vicar of the said Parish of Burpham-cum-Sutton VIDA BEATRICE CONSTANCE COLLINS of Ormond Hawthorn Way Burpham aforesaid the wife of

Walter George Collins Licensed Valuer ARTHUR MANFIELD of London Road Burpham aforesaid Tobacconist and Newsagent MAURICE TREVOR EDGELEY of Amberley London Road Burpham aforesaid Chartered Surveyor KENNETH RENE VELDE of Burfield Number 5 Winterhill Way Burpham aforesaid Insurance Official ROBERT DICKIE of Wylea London Road Burpham aforesaid Company Director and OLIVER EDWIN GARSIDE of Pantiles Garage Burpham aforesaid Motor Engineer

3. If any of the Managers shall die or retire or become ineligible under clause 4 hereof to act as Manager the following persons shall jointly have power to appoint a successor to act in his place namely the Vicar for the time being of the said Parish of Burpham-cum-Sutton the Mayor for the time being of the Borough of Guildford and the Settlor for so long as he shall remain tenant for life of the Sutton Place Estate The Vicar for the time being of the said Parish shall be one of the Managers ex officio provided that in case any of the said appointors shall fail or neglect or be unable to act the said appointment may be made by such of the appointors who are able and willing to act jointly with the Trustees or by the Trustees alone
4. (a) No person other than the said Vicar for the time being shall be appointed or continue to act as Manager of the said land who shall not at the date of appointment be and remain a resident of Burpham
(b) The number of Managers shall not be less than three nor more than seven Three Managers personally present shall form a quorum at any meeting of Managers and the Chairman at any such meeting shall have a casting vote
5. The Trustees with intent to bind themselves or other the Trustees for the time being of the said land and with intent to bind the property hereby conveyed do hereby covenant with the Settlor and his successors in title the owner of owners for the time being of the land situate on the north east boundary of the said land and the Sutton Place Estate generally as follows.-
 - (a) That no house building or other erection shall be erected or put upon the said land other than and except Pavilions or Summer Houses or other buildings of a similar kind adapted to promote or improve the convenient use of the said land for the purposes of a Recreation Ground or Playing Field for the benefit as the Trustees shall determine of the Public or any other such persons as may be the object of benefit under the Trust hereby created any such Pavilions Summer Houses or other buildings to be approved by the Settlor or his agent

(b) Forthwith to erect and forever to maintain a substantial and cattle proof fence round the said land or the remainder of the said land after any sale in accordance with Clause 1 hereof to the satisfaction of the Settlor or his agent

(c) Subject to the power of sale contained in Clause 1 hereof not to use the said land for any purpose whatsoever other than that of a Recreation Ground and Playing Field

6. IT IS HEREBY CERTIFIED that the transaction hereby effected does not form part of a larger transaction or of a series of transactions in respect of which the amount or value or the aggregate amount or value of the property hereby transferred exceeds three thousand pounds

IN WITNESS whereof the Settlor has hereunto set his hand and seal and the Trustees have caused their Common Seal to be affixed the day and year first before written

SIGNED SEALED AND DELIVERED by
the said MOST NOBLE GEORGE
GRANVILLE DUKE AND EARL OF
SUTHERLAND, K.T.,P.C., in the presence of:-
SUTHERLAND L.S.

Robt. T. Gates,
Sutherland Estates Office,
Sutton Place,
Nr. Guildford.

Financial Secretary

Certified a true copy of the Conveyance
of 5.37 acres of the land to Guildford
Corporation and the Trustees of the
Burpham War Memorial Committee.

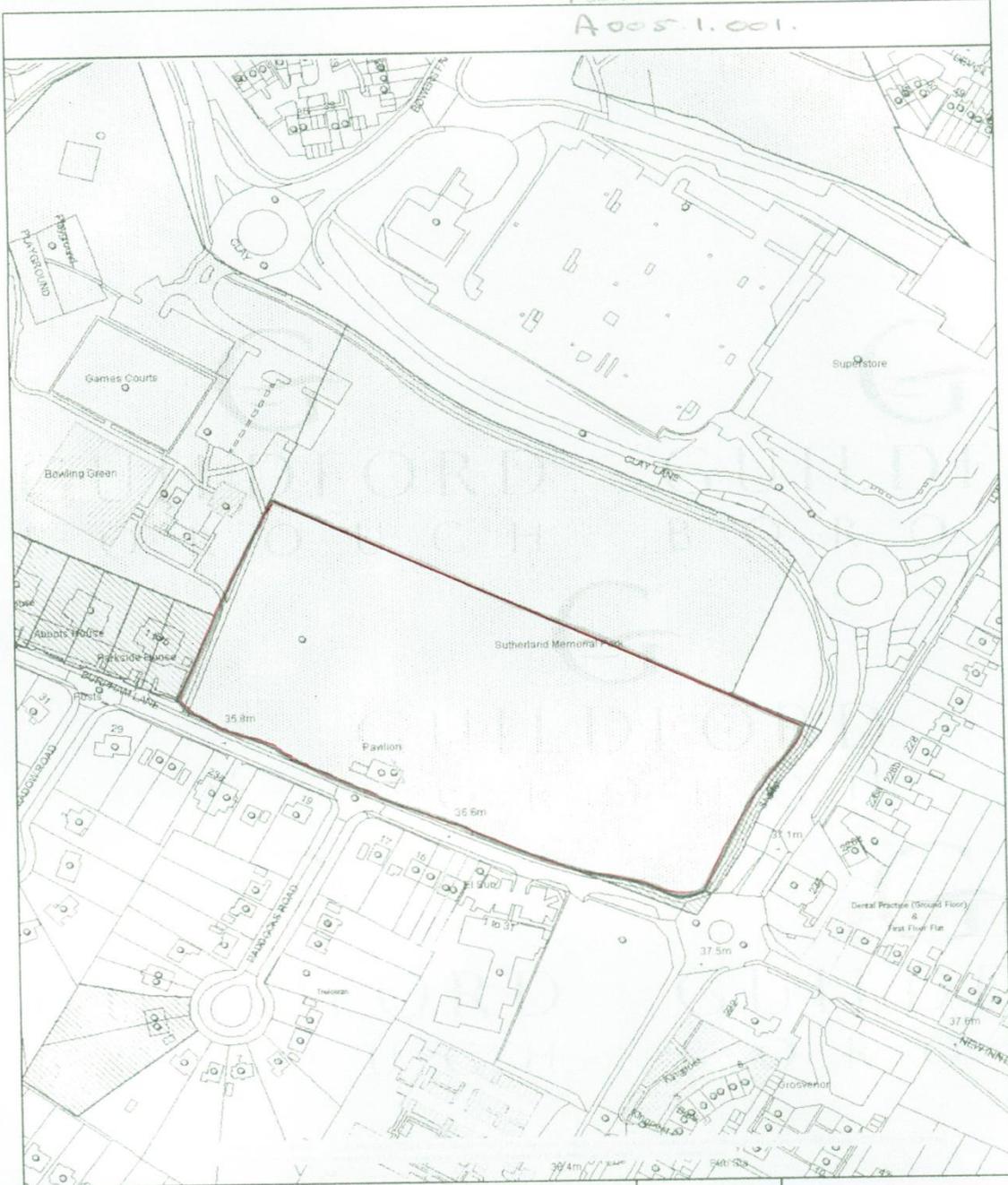
Agent to the Duke of Sutherland
R.T. Gates.

SEAL

(THE COMMON SEAL OF THE MAYOR
(ALDERMEN AND BURGESSES OF THE
(BOROUGH OF GUILDFORD was hereto
(affixed in the presence of:-

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Part of Sutherland Memorial Park.
A005-1.001.



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| <p>This map is reproduced from Ordnance Survey mapping with the permission of Ordnance Survey on behalf of Her Majesty's Stationery Office Crown Copyright. Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings. Guildford Borough Council, Licence No 100019625, 2014</p> <p>This plan is for identification purposes only, it should not be relied upon for accuracy Copyright GBC 2014</p> | <p>Date 14/3/2014</p> | <p>N ▲</p> <p>Scale 1/2073</p> |  <p>GUILDFORD BOROUGH</p> |
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Equality Impact Assessment

The purpose of an assessment is to understand the impact of the Council's activities* on people from protected groups and to assess whether unlawful discrimination may occur. It also helps to identify key equality issues and highlight opportunities to promote equality across the Council and the community. The assessment should be carried out during the initial stages of the planning process so that any findings can be incorporated into the final proposals and, where appropriate, have a bearing on the outcome.

(*Activity can mean strategy, practice, function, policy, procedure, decision, project or service)

| | | | |
|---|---|-------------------------------------|------------|
| Name of person completing the assessment | Damien Cannell | Date of assessment | 28/04/2022 |
| Name of the proposed activity being assessed | Grant of a licence to occupy Sutherland Memorial Park – Cricket Pavilion | Is this a new or existing activity? | Existing |
| Who will implement the activity and who will be responsible for it? | Officers will implement any descison on the dispodal of the land made by the Executive. | | |

1. Determining the relevance to equality

| | | | |
|---|--|---|---|
| What are the aims, objectives and purpose of the activity? | To grant a licence to occupy Sutherland Memorial Park – Cricket Pavilion to the Guildford City Cricket Youth Project | | |
| Is this a major activity that significantly affects how services or functions are delivered? | No | Who will benefit from this activity and how? | The Council will benefit by regularising the occupation and the users will benefit by having more security and ongoing usage. |
| Does it relate to a function that has been identified as being important to people with particular protected characteristics? | No | Who are the stakeholders? Does the activity affect employees, service users or the wider community? | Councillors, officers, professional advisors, contractors, members of the public |

Based on the above information, is the activity relevant to equality?

| | |
|--|--|
| <p>Yes – continue to section 2</p> <p>No – please record your reasons why the activity is not relevant to equality</p> | <p>No.</p> <p>The activity does not have an impact or create barriers to any of the groups with protected characteristics.</p> |
|--|--|

| 2. Is the proposed activity accessible for all the protected groups listed below? <i>(Consider in what ways the activity might create difficulties or barriers to parts of the workforce, community or protected groups. How might one or more groups be excluded because of the activity?)</i> | | | |
|--|-----|----|----------|
| Protected groups | Yes | No | Evidence |
| Disability | | | |
| Race | | | |
| Gender | | | |
| Sexual orientation | | | |
| Age | | | |
| Religion or belief | | | |
| Transgender or transsexual | | | |
| Marriage and civil partnership | | | |
| Pregnancy or maternity | | | |

| 3. Is it likely the proposed activity will have a negative impact on one or more protected groups? | | | |
|--|-----|----|----------|
| Protected groups | Yes | No | Evidence |
| Disability | | | |
| Race | | | |
| Gender | | | |
| Sexual orientation | | | |
| Age | | | |
| Religion or belief | | | |
| Transgender or transsexual | | | |
| Marriage and civil partnership | | | |
| Pregnancy or maternity | | | |

4. What action can be taken to address any negative impact? What measures could be included to promote a positive impact? (*Consider whether it is possible to amend or change the activity due to the likely adverse impact whilst still delivering the objective. Is it possible to consider a different activity which still achieves the aims but avoids an adverse impact? Is an action plan required to reduce any actual or potential adverse impact?*)

5. What are the main sources of evidence that have been used to identify the likely impacts on the different protected groups? (*Use relevant quantitative and qualitative information that is available from sources such as previous EIA's, engagement with staff and service users, equality monitoring, complaints, comments, customer equality profiles, feedback, issues raised at previous consultations and known inequalities*).

6. Has any consultation been carried out (e.g. with employees, service users or the wider community)? Please provide details

7. Is further consultation required as a result of any negative impact identified? If so, what groups do you intend to engage with and how?

8. Conclusion of Equality Impact Assessment - please summarise your findings

Name of person completing assessment: Damien Cannell

Date: 28/04/2022

Job title: Asset and Property Manager

Agenda item number: 4
Appendix 3

Signature: 

Senior manager name: **Melissa Bromham**

Date: **28/04/22**

Deputy Head of Asset Management

Signature: 

Executive Shareholder and Trustee Committee Report

Report of Director of Resources

Author: Vicky Worsfold, Lead Specialist Finance

Tel: 01483 444834

Email: victoria.worsfold@guildford.gov.uk

Lead Councillor responsible: Councillor Joss Bigmore

Tel: 07974 979369

Email: joss.bigmore@guildford.gov.uk

Date: 26 May 2022

Guildford Sports Ground Charity Annual Returns for the years ending 31 March 2020 & 31 March 2021

Summary

The terms of reference for the Committee include the completion and submission of Charity Annual Account returns and the Charity Annual Trustee Report to the Charity Commission on behalf of the Guildford Sports Ground charity ("the Charity"). Attached in the appendices are the Trustee Annual Report and the Annual Accounts year ending 31 March 2020 and 31 March 2021 to be submitted to the Charity Commission.

Recommendation to Committee

It is recommended that

1. The Trustee Committee approve the Annual Trustee Report and the Annual Accounts year ending 31 March 2020 and 31 March 2021, as set out in Appendix 1, 3, 4 and 6;
2. The Trustee Committee note the report of the Independent Examiner, as set out in Appendix 2 and 5; and
3. The Lead Specialist (Legal) be authorised to submit the Annual Trustee Report, Annual Accounts and the Independent examiner's report to the Charity Commission supported by the relevant department(s).

Reason for Recommendation:

To comply with the legal requirement that the Charity must keep its registered details up-to-date. If the Trustee fails to submit these returns, it could result in the Charity Commission removing the charity from its register and taking further action.

1. Purpose of Report

- 1.1 This report presents the Charity's Annual Account Returns year ending 31 March 2020 and 31 March 2021 and the Annual Trustee report for approval. This report explains the legal requirement to submit the Charity's Annual Trustee Report and accounts to the Charity Commission (at Appendix 1, 3, 4 and 6).
- 1.2 The report of the Independent Examiner is for noting. If the Trustee Committee approves the Annual Trustee Report and Annual Accounts, the Independent Examiner will sign off their report as drafted and set out in Appendix 2 and 5.

2. Background

- 2.1 Trustees have overall control of the Charity and are responsible for making sure it is doing what it was set up to do.
- 2.2 Trustees must make sure the Charity complies with charity law requirements and other laws that apply to it. Trustees should take reasonable steps to read relevant guidance and keep the Charity's details on the Charity Commission register up to date. Trustees must ensure they send the right financial and other information to the Commission in their Annual Returns.
- 2.3 Trustees must decide what will best enable the Charity to carry out its purpose, make balanced and adequately informed decisions, thinking about the long terms as well as the short term.
- 2.4 Trustees must avoid putting themselves in a position where their duty to the Charity conflicts with their personal interests and / or interests of the Council.
- 2.5 The terms of reference for the Trustee include the completion and submission of an Annual Account return and an Annual Trustee Report to the Charity Commission.
- 2.6 The Executive Shareholder and Trustee Committee acts as the Charity's sole Trustee, allowing the management of the Charity to be kept separate, as far as possible, from the usual business of the Council.

3. Financial Implications

- 3.1 There are no financial implications arising from this report.

4. Legal Implications

- 4.1 The bulk of charity law is contained in Charities Act 2011. The Charity Commission registers and regulates charities in England and Wales. The Commission is responsible for ensuring that charities meet their legal requirements, including providing information on their activities each year.
- 4.2 The Commission has powers to take enforcement action against charities where there is malpractice or misconduct.

5. Human Resource Implications

- 5.1 There are no human resource implications arising from of this report.

6. Conclusion

- 6.1 The role of the Trustee is to manage the Charity in a manner that is clearly distinct from usual Council business. When making decisions the Trustee has a duty to act in the Charity's best interests. There is a legal requirement to submit an annual Trustee Report and annual accounts for the Charity to the Commission.

7. Background Papers

- 7.1 Charity Commission guidance
- Charity trustees and decision making
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583855/CC27_new.pdf
 - Conflicts of interest
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/636091/CC29.pdf

8. Appendices

- Appendix 1: Trustee Annual Report 2019-20
Appendix 2: Independent Examiners report 2019-20
Appendix 3: 2019-20 audited annual accounts
Appendix 4: Trustee Annual Report 2020-21
Appendix 5: Independent Examiners report 2020-21
Appendix 6: 2020-21 audited annual accounts
Appendix 7: Independent Examiner's report

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Trustees' Annual Report for the period

From 1st April 2019
To 31st March 2020

Period start date
Period end date

Charity name: Guildford Sports Ground

Charity registration number: 305056

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | A Charitable Trust of the Woodbridge Road Sportsground land was created on 9 August 1912 by a deed of conveyance and declaration of trust (the Vesting Deed) executed on that date by Sir Harry Waechter who several months earlier acquired two parcels of leasehold land from the Earl of Onslow to form the sportsground. Guildford Borough Council owns the freehold of the Woodbridge Road Sportsground (including its associated land and buildings) as the sole charitable trustee under a charitable trust. In summary, the purposes are to provide a sportsground for public benefit to include a variety of sporting, entertainment and social activities. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | The Vesting Deed stipulates a number of uses and restrictions which the trustee must comply with. The land must only be <i>usedas a ground for playing cricket, football, hockey, lawn tennis or other games or pastimes; or as a ground on which cycling, foot racing, jumping or other athletic sports may take place; or on which military manoeuvres or drills may take place; or on which agricultural flower or other shows or exhibitions promenade or other concerts and entertainments, firework displays, bazaars meetings, conferences or other assemblies of a like nature. No buildings shall be erected except buildings such as pavilions, drill halls, club rooms for territorials or other national reserve or such other buildings as may be usual or necessary on grounds devoted to outdoor recreation. Such buildings shall be and remain under the control of the Trustees with the exception of an entrance lodge or dwelling accommodation for any persons</i> |

Agenda item number: 5

| | | |
|--|-----------|--|
| Appendix 1 | | <i>employed as groundsmen or caretakers of the buildings.....</i> |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The Trustee has had regard to the responsibility they have to ensure the charity is carrying out its purpose for the public benefit, to act in the charity's best interests and to manage the charity's resources responsibly. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|--|
| Policy on grant making | Para 1.38 | n/a |
| Policy on social investment including program related investment | Para 1.38 | The impact of COVID was significant for the Charity as the facility was closed for the last part of the financial year. Since reopening the Trustee has supported the Charity by encouraging much use by the community and local schools. |
| Contribution made by volunteers | Para 1.38 | n/a |
| Other | | The operation of the venue has been facilitated by working with a designated contractor who provides much of the operational support and service delivery in relation to the hospitality. The designated contractor reports directly to the Management Company and is responsible for booking and coordinating the events including the supervision of events, the provision of the labour and the catering services. The contractor also oversees the facilities management. A report from the contractor is presented to the monthly board meeting detailing sales and any potential issues affecting the operation of the site. By operating the venue in this way, it provides opportunities to use a range of caterers that are suited to particular types of events and keeps the overhead of the operation low as the staff are only engaged for the events on an as needs basis. |

Achievements and Performance

| | SORP reference | |
|--|----------------|--|
|--|----------------|--|

| | | |
|--|------------------|---|
| <p>Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a</p> <p>Additional information (optional) You may choose to include further statements where relevant about:</p> | <p>Para 1.20</p> | <p>The pavilion was built in 1938 and prior to the refurbishment, the pavilion was in a poor state of repair. The trustee recognised that its refurbishment is key to wider community use and fulfilment of the charitable purposes by providing fit for purpose toilets, changing facilities and a community room. This was identified as a priority for the trustee.</p> <p>The refurbishment has broadly completed in 2018.</p> <p>The design and build of a new spectator's pavilion had been commissioned by the trustee. Apart from improving spectator safety, the new spectator's pavilion has increased spectator capacity at events; thus opening up the facilities and events to larger section of the public.</p> |
| | | <p>The building also provides better changing facilities as well as improving accessibility to the disabled. The venue can now hold a greater range of indoor community activities in the large function space. A number of new events have been held there including Guildford Sports Awards and a Book Festival event.</p> |

| | | |
|---|------------------|---|
| <p>Achievements against objectives set</p> | <p>Para 1.41</p> | <p>The charity has achieved the objectives it set including the refurbishment of the pavilion. It has now embarked on a systematic development of improved facilities including a spectator's pavilion and catering facilities.</p> <p>One of the charity's future objectives was to manage the increased costs likely to arise from the systematic improvement to facilities. The Trustees have signed a sponsorship deal and is working in partnership with a number of local businesses.</p> |
| <p>Performance of fundraising activities against objectives set</p> | <p>Para 1.41</p> | <p>During the refurbishment and Covid lockdowns it has been very difficult for the Trustee to attract usage of the facilities. However there is now growing evidence of increased usage by community organisations, including charities such as the CAB, Halo and Oakleaf.</p> |
| <p>Investment performance against objectives</p> | <p>Para 1.41</p> | <p>The improved facilities at the pavilion have led to greater interest in the venue hosting a larger number of sporting and community events. As a result, the tenant has expressed an interest in contributing to the future costs of facility refurbishment in order to secure sporting events and as a place for sports development.</p> |

Agenda item number: 5

| | | |
|-------|------------|--|
| Other | Appendix 1 | |
|-------|------------|--|

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--|-----------|--|
| Review of the charity's financial position at the end of the period. | Para 1.21 | The charity's annual accounts for 2019/20 report the financial position of the charity at the end of the period, 31 st March 2020. The accounts are available from the Charity Commission website. Total donations in the year totalled £567,328 whilst other income totalled £2,119. Expenditure was £502,535 with the balance of £66,912 invested in the development of the sports ground. At the end of the period, the charity's net assets were £2,921,836 |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The revaluation reserve is the only reserve held by the charity. It reflects the unrealised gains/losses resulting from changes in the value of property, plant and equipment. |
| Amount of reserves held | Para 1.22 | At the end of the period, the value of the revaluation reserve was £207,346 |
| Reasons for holding zero reserves | Para 1.22 | The sole trustee of the charity is Guildford Borough Council. The council is committed to providing the requisite funding to enable the charity to carry out its objectives. The council holds sufficient reserves to ensure that all of its commitments can be met. |
| Details of fund materially in deficit | Para 1.24 | Not applicable |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | The closedown of the facilities because of the lockdowns has impacted on the income of the charity. The Council has continued to support the Charity and is working with the management committee to increase the levels of income. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | The principal source of funding for the charity during the year is the donation made by Guildford Borough Council. The annual accounts for 2019/20 contain details of the charity's income. |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | The charity does not hold any financial investments. The trustee has explored options for increased income generation including enhanced local partnership and sponsorship arrangements and has had some significant successes in this regard. |

Agenda item number: 5

Appendix 1

A description of the principal risks facing the charity

Para 1.46

The trustee has contributed significantly to a programme of refurbishment and is looking for the charity to become financially self-sufficient. It recognizes the issue the Charity and the Management committee have faced because of COVID. The council is fully involved with the board of the management company. It is a tripartite board with representation from the Council as Trustee, Surrey County Cricket Club and Guildford Cricket Club. The Management Company is exploring all opportunities to increase its income.

Other

Structure, Governance and Management

| | | |
|---|-----------|---|
| Description of charity's trusts: | | Guildford Sports Ground |
| Type of governing document | Para 1.25 | Trust deed |
| How is the charity constituted? | Para 1.25 | Unincorporated |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | The trustee has established the Executive Trustee Committee to oversee its charitable responsibilities. This committee is separate and distinct from the Council's Executive functions and is separate from general council business. The Trustee Committee is made up of local councillors and supported by officers of Guildford Borough Council. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | The trustee has now established an induction and training system for all members of the Executive Trustee Committee in order to ensure that they are aware of the main duties of a charitable trustee and Charity Commission guidance, including the Commission's public benefit guidance. The trustee and the Executive Trustee Committee have access to legal and financial advice; as well as other relevant professional advice. |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | The trustee undertook a review of its governance arrangements in relation to the charity. The trustee recognised the need to take steps to improve governance, which it has done. The Executive Trustee Committee ensures the trustee is acting in the sole best interest of the charity when making decisions and ensures transparency of strategy and decision making. |
| Relationship with any related parties | Para 1.51 | Surrey County Cricket Club Guildford Cricket Club Sea Cadets Guildford Sports Ground Management Co. Ltd |
| Other | | Annual event/festival organisers Local community groups Private Hire Events Local Schools |

Reference and Administrative details

| | |
|-----------------------------|---|
| Charity name | Guildford Sports Ground |
| Other name the charity uses | n/a |
| Registered charity number | 305056 |
| Charity's principal address | Guildford Borough Council Millmead House, Millmead Guildford Surrey GU2 4BB |

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 | Guildford Borough Council | | | Executive Trustee Committee |
| 2 | Victoria Worsfold | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
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| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
|----------------------|--|--|
| Caroline Reeves | | |
| Fiona White | | |
| Joss Bigmore | | |
| Jan Harwood | | |
| Pauline Searle | | |
| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|---------------------|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |

Agenda item number: 5

Funds held as custodian trustees on behalf of others

| | |
|---|--|
| Description of the assets held in this capacity | |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|-----------------|------|---------|

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

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

| |
|--|
| |
|--|

Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|--|
| |
|--|

Other optional information

| |
|--|
| |
|--|

Declarations

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

Signed on behalf of the charity's trustees

| | | |
|--|--|--|
| Signature(s) | | |
| Full name(s) | Joss Bigmore | |
| Position (eg Secretary, Chair, etc) | Chair, Executive Shareholder and Trustee Committee | |

Date 26/05/2022

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Independent Examiners report to the Trustees of The Guildford Sports Ground

I report to the Trustees on my examination of the accounts of the Guildford Sports Ground for the year ended 31st March 2020

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the act.

Having satisfied myself that the accounts are not required to be audited and are eligible for independent examination as the current threshold for audit has not been exceeded as set by Section 144 of the Charities Act 2011 as amended by the Charities Act 2011 (accounts and audit) Order 2015.

Independent examiner's statement

I have completed the examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act
2. The account do not accord with those records
3. The accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirements that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed *S L Sturgeon*

Name Sue Sturgeon
Member Chartered Institute of Public Finance and Accountancy

119 The Street, Puttenham, Guildford GU31AT

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CHARITY COMMISSION
FOR ENGLAND AND WALES

GUILDFORD SPORTS GROUND

CHARITY NUMBER 305056

DRAFT ANNUAL ACCOUNTS FOR THE PERIOD

01/04/2019 TO 31/03/2020

| | | | | |
|--------------------------------|------------|----|-----------------|------------|
| Guildford Sports Ground | | | Charity No | 305056 |
| Annual accounts for the period | | | | |
| Period start date | 01/04/2019 | To | Period end date | 31/03/2020 |

Section A Statement of financial activities

| Recommended categories by activity | Guidance Notes | Unrestricted funds | Restricted income funds | Endowment funds | Total funds | Prior year funds |
|---|----------------|--------------------|-------------------------|------------------|------------------|------------------|
| | | £ F01 | £ F02 | £ F03 | £ F04 | £ F05 |
| Incoming resources (Note 3) | | | | | | |
| Income and endowments from: | | | | | | |
| Donations and legacies | S01 | 502,535 | 64,793 | - | 567,328 | 472,924 |
| Charitable activities | S02 | - | 2,119 | - | 2,119 | 19,661 |
| Other trading activities | S03 | - | - | - | - | - |
| Investments | S04 | - | - | - | - | - |
| Separate material item of income | S05 | - | - | - | - | - |
| Other | S06 | - | - | - | - | - |
| Total | S07 | 502,535 | 66,912 | - | 569,447 | 492,585 |
| Resources expended (Note 6) | | | | | | |
| Expenditure on: | | | | | | |
| Raising funds | S08 | - | - | - | - | - |
| Charitable activities | S09 | 502,535 | 2,119 | 13,899 | 518,553 | 166,357 |
| Separate material item of expense | S10 | - | - | - | - | - |
| Other | S11 | - | - | - | - | - |
| Total | S12 | 502,535 | 2,119 | 13,899 | 518,553 | 166,357 |
| Net income/(expenditure) before investment gains/(losses) | S13 | - | 64,793 | - 13,899 | 50,894 | 326,228 |
| Net gains/(losses) on investments | S14 | - | - | - | - | - |
| Net income/(expenditure) | S15 | - | 64,793 | - 13,899 | 50,894 | 326,228 |
| Extraordinary items | S16 | - | - | - | - | - |
| Transfers between funds | S17 | - | - 64,793 | 64,793 | - | - |
| Other recognised gains/(losses): | | | | | | |
| Gains and losses on revaluation of fixed assets for the charity's own use | S18 | - | - | - | - | - |
| Other gains/(losses) | S19 | - | - | - | - | - |
| Net movement in funds | S20 | - | - | 50,894 | 50,894 | 326,228 |
| Reconciliation of funds: | | | | | | |
| Total funds brought forward | S21 | - | - | 2,870,943 | 2,870,943 | 2,544,715 |
| Total funds carried forward | S22 | - | - | 2,921,836 | 2,921,836 | 2,870,943 |

Section B Balance sheet

Guidance Notes

| | | Unrestricted funds £ F01 | Restricted income funds £ F02 | Endowment funds £ F03 | Total this year £ F04 | Total last year £ F05 |
|---|-----|--------------------------------|-------------------------------------|-----------------------------|-----------------------------|-----------------------------|
| Fixed assets | | | | | | |
| Intangible assets (Note 15) | B01 | - | - | - | - | - |
| Tangible assets (Note 14) | B02 | - | - | 2,921,836 | 2,921,836 | 2,870,943 |
| Heritage assets (Note 16) | B03 | - | - | - | - | - |
| Investments (Note 17) | B04 | - | - | - | - | - |
| Total fixed assets | B05 | - | - | 2,921,836 | 2,921,836 | 2,870,943 |
| Current assets | | | | | | |
| Stocks (Note 18) | B06 | - | - | - | - | - |
| Debtors (Note 19) | B07 | - | 700 | - | 700 | 306,690 |
| Investments (Note 17.4) | B08 | - | - | - | - | - |
| Cash at bank and in hand (Note 24) | B09 | - | - | - | - | - |
| Total current assets | B10 | - | 700 | - | 700 | 306,690 |
| Creditors: amounts falling due within one year (Note 20) | B11 | | 700 | - | 700 | 306,690 |
| Net current assets/(liabilities) | B12 | - | - | - | - | - |
| Total assets less current liabilities | B13 | - | - | 2,921,836 | 2,921,836 | 2,870,943 |
| Creditors: amounts falling due after one year (Note 20) | B14 | - | - | - | - | - |
| Provisions for liabilities | B15 | | - | - | - | - |
| Total net assets or liabilities | B16 | - | - | 2,921,836 | 2,921,836 | 2,870,943 |
| Funds of the Charity | | | | | | |
| Endowment funds (Note 27) | B17 | - | | 2,714,490 | 2,714,490 | 2,660,631 |
| Restricted income funds (Note 27) | B18 | | - | | - | - |
| Unrestricted funds | B19 | | | - | - | - |
| Revaluation reserve | B20 | | | 207,346 | 207,346 | 210,312 |
| Total funds | B21 | - | - | 2,921,836 | 2,921,836 | 2,870,943 |

Statement of Cash Flows

| | £ |
|---|----------------|
| Cash flows from operating activities: | |
| Net cash provided by (used in) operating activities | 64,793 |
| Cash flows from investing activities: | |
| Dividends, interest and rents from investments | 0 |
| Proceeds from the sale of property, plant and equipment | 0 |
| Purchase of property, plant and equipment | -64,793 |
| Proceeds from sale of investments | 0 |
| Purchase of investments | 0 |
| Net cash provided (used in) investing activities | -64,793 |
| Cash flows from financing activities: | |
| Repayments of borrowing | 0 |
| Cash inflows from new borrowing | 0 |
| Receipt of endowment | 0 |
| Net cash provided by (used in) financing activities | 0 |
| Change in cash and cash equivalents in the reporting period | 0 |
| Cash and cash equivalents at the beginning of the reporting period | 0 |
| Change in cash and cash equivalents due to exchange rate movements | 0 |
| Cash and cash equivalents at the end of the reporting period | 0 |

Reconciliation of net income/(expenditure) to net cash flow from operating activities

| | £ |
|---|---------------|
| Net income/(expenditure) for the reporting period (as per the statement of financial activities) | 50,894 |
| Adjustments for: | |
| Depreciation charges | 13,899 |
| (Gains)/losses on investments | 0 |
| Dividends, interest and rents from investments | 0 |
| Loss/(profit) on the sale of fixed assets | 0 |
| (Increase)/decrease in stocks | 0 |
| (Increase)/decrease in debtors | 305,990 |
| Increase/(decrease) in creditors | -305,990 |
| Net cash provided by (used in) operating activities | 64,793 |

Analysis of cash and cash equivalents

| | £ |
|--|----------|
| Cash in hand | 0 |
| Notice deposits (less than 3 months) | 0 |
| Overdraft facility repayable on demand | 0 |
| Total cash and cash equivalents | 0 |

Section C Notes to the accounts

Note 1 **Basis of preparation**

This section should be completed by all charities .

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- *

| |
|---|
| ✓ |
|---|

 The Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014
- and with*

| |
|---|
| ✓ |
|---|

 the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with

| |
|---|
| ✓ |
|---|

 the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.*

| |
|---|
| ✓ |
|---|

* -Tick as appropriate

1.2 Going concern

If there are material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern, please provide the following details or state "Not applicable", if appropriate:

An explanation as to those factors that support the conclusion that the charity is a going concern;

| |
|---|
| <i>The Trustee of the charity is Guildford Borough Council. As Trustee, the Council will provide the necessary resources to ensure that the charity remains a going concern. As evidenced by the Council's contributions to and management of the charity since it's inception</i> |
|---|

Disclosure of any uncertainties that make the going concern assumption doubtful;

| |
|------------------------------|
| <i>Not applicable</i> |
|------------------------------|

Where accounts are not prepared on a going concern basis, please disclose this fact together with the basis on which the trustees prepared the accounts and the reason why the charity is not regarded as a going concern.

| |
|------------------------------|
| <i>Not applicable</i> |
|------------------------------|

1.3 Change of accounting policy

The accounts present a true and fair view and the accounting policies adopted are those outlined in notes 2 & 2.2.

| | | |
|------|---|------------------------|
| Yes* | ✓ | * -Tick as appropriate |
| No* | | |

Section C **Notes to the accounts**

Note 1 **Basis of preparation**

Please disclose:

| | |
|---|-----------------------|
| <i>(i) the nature of the change in accounting policy;</i> | <i>Not applicable</i> |
| <i>(ii) the reasons why applying the new accounting policy provides more reliable and more relevant information; and</i> | <i>Not applicable</i> |
| <i>(iii) the amount of the adjustment for each line affected in the current period, each prior period presented and the aggregate amount of the adjustment relating to periods before those presented, 3.44 FRS 102 SORP.</i> | <i>Not applicable</i> |

1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS 102 SORP).

| | | |
|------|-------------------------------------|------------------------|
| Yes* | <input checked="" type="checkbox"/> | * -Tick as appropriate |
| No* | <input type="checkbox"/> | |

Please disclose:

| | |
|--|-----------------------|
| <i>(i) the nature of any changes;</i> | <i>Not applicable</i> |
| <i>(ii) the effect of the change on income and expense or assets and liabilities for the current period; and</i> | <i>Not applicable</i> |
| <i>(iii) where practicable, the effect of the change in one or more future periods.</i> | <i>Not applicable</i> |

1.5 Material prior year errors

No material prior year error have been identified in the reporting period (3.47 FRS 102 SORP).

| | | |
|------|-------------------------------------|------------------------|
| Yes* | <input checked="" type="checkbox"/> | * -Tick as appropriate |
| No* | <input type="checkbox"/> | |

Please disclose:

Section C **Notes to the accounts**

Note 1 **Basis of preparation**

| | |
|--|-----------------------|
| <i>(i) the nature of the prior period error;</i> | Not applicable |
| <i>(ii) for each prior period presented in the accounts, the amount of the correction for each account line item affected; and</i> | Not applicable |
| <i>(iii) the amount of the correction at the beginning of the earliest prior period presented in the accounts.</i> | Not applicable |

Note 2 Accounting policies

Please complete this note when first reporting under FRS102. Section 35 of FRS102, requires 3 reconciliations to be presented, if all are applicable.

2.1 RECONCILIATION WITH PREVIOUS GENERALLY ACCEPTED ACCOUNTING PRACTICE

Please provide a description of the nature of each change in accounting policy

Not applicable - not first year reporting under FRS102

Reconciliation of funds per previous GAAP to funds determined under FRS 102

| | Start of period £ | End of period £ | |
|------------------------------------|-------------------------|-----------------------|--|
| Fund balances as previously stated | - | - | Not applicable - not first year reporting under FRS102 |
| <i>Adjustments:</i> | - | - | |
| Fund balance as restated | - | - | |

Reconciliation of net income/(net expenditure) per previous GAAP to net income/(net expenditure) under FRS 102

| | | End of £ | |
|--|--|-------------|--|
| Net income/(expenditure) as previously stated | | | Not applicable - not first year reporting under FRS102 |
| <i>Adjustments:</i> | | | - |
| Previous period net income/(expenditure) as restated | | | - |

Section C **Notes to the accounts** **(cont)**

Note 2 Accounting policies

2.2 INCOME

This standard list of accounting policies has been applied by the charity except for those ticked "No" or "N/a". Where a different or additional policy has been adopted then this is detailed in the box below.

| | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|-----|----|-----|---|--|---|-----|----|-----|---|--|---|-----|----|-----|--|--|---|-----|----|-----|--|--|---|
| Recognition of income | <p>These are included in the Statement of Financial Activities (SoFA) when:</p> <ul style="list-style-type: none"> the charity becomes entitled to the resources; it is more likely than not that the trustees will receive the resources; and the monetary value can be measured with sufficient reliability. | <table border="1" style="width: 100%; text-align: center;"> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td style="text-align: left;">✓</td><td></td><td></td></tr> </table> | Yes | No | N/a | ✓ | | | | | | | | | | | | | | | | | | | | |
| Yes | No | N/a | | | | | | | | | | | | | | | | | | | | | | | | |
| ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Offsetting | <p>There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102.</p> | <table border="1" style="width: 100%; text-align: center;"> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td style="text-align: left;">✓</td><td></td><td></td></tr> </table> | Yes | No | N/a | ✓ | | | | | | | | | | | | | | | | | | | | |
| Yes | No | N/a | | | | | | | | | | | | | | | | | | | | | | | | |
| ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Grants and donations | <p>Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP).</p> | <table border="1" style="width: 100%; text-align: center;"> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td style="text-align: left;">✓</td><td></td><td></td></tr> </table> | Yes | No | N/a | ✓ | | | | | | | | | | | | | | | | | | | | |
| Yes | No | N/a | | | | | | | | | | | | | | | | | | | | | | | | |
| ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Legacies | <p>In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP).</p> <p>Legacies are included in the SOFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met.</p> | <table border="1" style="width: 100%; text-align: center;"> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td></td><td></td><td style="text-align: right;">✓</td></tr> </table> <table border="1" style="width: 100%; text-align: center;"> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td></td><td></td><td style="text-align: right;">✓</td></tr> </table> | Yes | No | N/a | | | ✓ | Yes | No | N/a | | | ✓ | | | | | | | | | | | | |
| Yes | No | N/a | | | | | | | | | | | | | | | | | | | | | | | | |
| | | ✓ | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | No | N/a | | | | | | | | | | | | | | | | | | | | | | | | |
| | | ✓ | | | | | | | | | | | | | | | | | | | | | | | | |
| Government grants | <p>The charity has not received government grants in the reporting period</p> | <table border="1" style="width: 100%; text-align: center;"> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td style="text-align: left;">✓</td><td></td><td></td></tr> </table> | Yes | No | N/a | ✓ | | | | | | | | | | | | | | | | | | | | |
| Yes | No | N/a | | | | | | | | | | | | | | | | | | | | | | | | |
| ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tax reclaims on donations and gifts | <p>Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount recovered on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise.</p> | <table border="1" style="width: 100%; text-align: center;"> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td></td><td></td><td style="text-align: right;">✓</td></tr> </table> | Yes | No | N/a | | | ✓ | | | | | | | | | | | | | | | | | | |
| Yes | No | N/a | | | | | | | | | | | | | | | | | | | | | | | | |
| | | ✓ | | | | | | | | | | | | | | | | | | | | | | | | |
| Contractual income and performance related grants | <p>This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions.</p> | <table border="1" style="width: 100%; text-align: center;"> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td style="text-align: left;">✓</td><td></td><td></td></tr> </table> | Yes | No | N/a | ✓ | | | | | | | | | | | | | | | | | | | | |
| Yes | No | N/a | | | | | | | | | | | | | | | | | | | | | | | | |
| ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Donated goods | <p>Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so.</p> <p>The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution.</p> <p>Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from sale less the expected costs of sale, and recognised in 'Income from other trading activities' with the corresponding stock recognised in the balance sheet. On its sale the value of stock is charged against 'Income from other trading activities' and the proceeds from sale are also recognised as 'Income from other trading activities'.</p> <p>Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable.</p> <p>Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable.</p> | <table border="1" style="width: 100%; text-align: center;"> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td></td><td></td><td style="text-align: right;">✓</td></tr> </table> <table border="1" style="width: 100%; text-align: center;"> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td></td><td></td><td style="text-align: right;">✓</td></tr> </table> <table border="1" style="width: 100%; text-align: center;"> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td></td><td></td><td style="text-align: right;">✓</td></tr> </table> <table border="1" style="width: 100%; text-align: center;"> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td></td><td></td><td style="text-align: right;">✓</td></tr> </table> | Yes | No | N/a | | | ✓ | Yes | No | N/a | | | ✓ | Yes | No | N/a | | | ✓ | Yes | No | N/a | | | ✓ |
| Yes | No | N/a | | | | | | | | | | | | | | | | | | | | | | | | |
| | | ✓ | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | No | N/a | | | | | | | | | | | | | | | | | | | | | | | | |
| | | ✓ | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | No | N/a | | | | | | | | | | | | | | | | | | | | | | | | |
| | | ✓ | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | No | N/a | | | | | | | | | | | | | | | | | | | | | | | | |
| | | ✓ | | | | | | | | | | | | | | | | | | | | | | | | |
| Donated services and facilities | <p>Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.</p> <p>Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SOFA.</p> | <table border="1" style="width: 100%; text-align: center;"> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td style="text-align: left;">✓</td><td></td><td></td></tr> </table> <table border="1" style="width: 100%; text-align: center;"> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td style="text-align: left;">✓</td><td></td><td></td></tr> </table> | Yes | No | N/a | ✓ | | | Yes | No | N/a | ✓ | | | | | | | | | | | | | | |
| Yes | No | N/a | | | | | | | | | | | | | | | | | | | | | | | | |
| ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Yes | No | N/a | | | | | | | | | | | | | | | | | | | | | | | | |
| ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Support costs | <p>The charity has incurred expenditure on support costs.</p> | <table border="1" style="width: 100%; text-align: center;"> <tr><td>Yes</td><td>No</td><td>N/a</td></tr> <tr><td style="text-align: left;">✓</td><td></td><td></td></tr> </table> | Yes | No | N/a | ✓ | | | | | | | | | | | | | | | | | | | | |
| Yes | No | N/a | | | | | | | | | | | | | | | | | | | | | | | | |
| ✓ | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Section C | Notes to the accounts | (cont) | | | | | | |
|--|--|--|-----|----|-----|--|--|---|
| Note 2 | Accounting policies | | | | | | | |
| Volunteer help | The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report. | <table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>N/a</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> | Yes | No | N/a | | | ✓ |
| Yes | No | N/a | | | | | | |
| | | ✓ | | | | | | |
| Income from interest, royalties and dividends | This is included in the accounts when receipt is probable and the amount receivable can be measured reliably. | <table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>N/a</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> | Yes | No | N/a | | | ✓ |
| Yes | No | N/a | | | | | | |
| | | ✓ | | | | | | |
| Income from membership subscriptions | Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies. | <table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>N/a</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> | Yes | No | N/a | | | ✓ |
| Yes | No | N/a | | | | | | |
| | | ✓ | | | | | | |
| | Membership subscriptions which gives a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities. | <table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>N/a</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> | Yes | No | N/a | | | ✓ |
| Yes | No | N/a | | | | | | |
| | | ✓ | | | | | | |
| Settlement of insurance claims | Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP) and are included as an item of other income in the SoFA. | <table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>N/a</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> | Yes | No | N/a | | | ✓ |
| Yes | No | N/a | | | | | | |
| | | ✓ | | | | | | |
| Investment gains and losses | This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year. | <table border="1"> <thead> <tr> <th>Yes</th> <th>No</th> <th>N/a</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> | Yes | No | N/a | | | ✓ |
| Yes | No | N/a | | | | | | |
| | | ✓ | | | | | | |

Section C **Notes to the accounts** **(cont)**

Note 2 **Accounting policies**
2.3 EXPENDITURE AND LIABILITIES

| | | | | |
|--|--|-------------------------------------|--------------------------|-------------------------------------|
| Liability recognition | Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty. | Yes | No | N/a |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Governance and support costs | Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. | Yes | No | N/a |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage. | Yes | No | N/a |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Grants with performance conditions | Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output. | Yes | No | N/a |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Grants payable without performance conditions | Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised. | Yes | No | N/a |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Redundancy cost | The charity made no redundancy payments during the reporting period. | Yes | No | N/a |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Deferred income | No material item of deferred income has been included in the accounts. | Yes | No | N/a |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Creditors | The charity has creditors which are measured at settlement amounts less any trade discounts | Yes | No | N/a |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provisions for liabilities | A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date | Yes | No | N/a |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Basic financial instruments | The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP. | Yes | No | N/a |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Section C **Notes to the accounts** **(cont)**

Note 2 **Accounting policies**
2.4 ASSETS

| | | |
|---|---|--|
| Tangible fixed assets for use by charity | <p>These are capitalised if they can be used for more than one year, and cost at least £10,000</p> <p>They are valued at cost.</p> <p>The depreciation rates and methods used are disclosed in note 9.2.</p> | <p>Yes No N/a</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |
| Intangible fixed assets | <p>The charity has intangible fixed assets, that is, non-monetary assets that do not have physical substance but are identifiable and are controlled by the charity through custody or legal rights. The amortisation rates and methods used are disclosed in note 9.5</p> <p>They are valued at cost.</p> | <p>Yes No N/a</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>Yes No N/a</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> |
| Heritage assets | <p>The charity has heritage assets, that is, non-monetary assets with historic, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture. The depreciation rates and methods used as disclosed in note 9.6.1.4.</p> <p>They are valued at cost.</p> | <p>Yes No N/a</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>Yes No N/a</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> |
| Investments | <p>Fixed asset investments in quoted shares, traded bonds and similar investments are valued at initially at cost and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.</p> <p>Investments held for resale or pending their sale and cash and cash equivalents with a maturity date of less than 1 year are treated as current asset investments</p> | <p>Yes No N/a</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>Yes No N/a</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> |
| Stocks and work in progress | <p>Stocks held for sale as part of non-charitable trade are measured at the lower or cost or net realisable value.</p> <p>Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.</p> <p>Work in progress is valued at cost less any foreseeable loss that is likely to occur on the contract.</p> | <p>Yes No N/a</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>Yes No N/a</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>Yes No N/a</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> |
| Debtors | <p>Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.</p> | <p>Yes No N/a</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> |
| Current asset investments | <p>The charity has investments which it holds for resale or pending their sale and cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity date of less than one year held for investment purposes rather than to meet short term cash commitments as they fall due.</p> <p>They are valued at fair value except where they qualify as basic financial instruments.</p> | <p>Yes No N/a</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>Yes No N/a</p> <p><input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> |

POLICIES ADOPTED ADDITIONAL TO OR DIFFERENT FROM THOSE ABOVE

Accounting policy of revaluation is adopted for some tangible fixed assets (see note 14)

Section C **Notes to the accounts** **(cont)**

Note 3 **Analysis of income**

| | | Unrestricted funds | Restricted income funds | Endowment funds | Total funds £ | Prior year £ |
|--|--|--------------------|-------------------------|-----------------|------------------|-----------------|
| Analysis | | | | | | |
| Donations and legacies: | Donations and gifts | 502,535 | 64,793 | - | 567,328 | 472,924 |
| | Gift Aid | - | - | - | - | - |
| | Legacies | - | - | - | - | - |
| | General grants provided by government/other charities | - | - | - | - | - |
| | Membership subscriptions and sponsorships which are in substance donations | - | - | - | - | - |
| | Donated goods, facilities and services | - | - | - | - | - |
| | Other | - | - | - | - | - |
| | Total | 502,535 | 64,793 | - | 567,328 | 472,924 |
| Charitable activities: | Rental income | - | 2,119 | - | 2,119 | 19,661 |
| | | - | - | - | - | - |
| | | - | - | - | - | - |
| | Other | - | - | - | - | - |
| | Total | - | 2,119 | - | 2,119 | 19,661 |
| Other trading activities: | | - | - | - | - | - |
| | | - | - | - | - | - |
| | | - | - | - | - | - |
| | Other | - | - | - | - | - |
| | Total | - | - | - | - | |
| Income from investments: | Interest income | - | - | - | - | - |
| | Dividend income | - | - | - | - | - |
| | Rental and leasing income | - | - | - | - | - |
| | Other | - | - | - | - | - |
| | Total | - | - | - | - | |
| Separate material item of income: | | - | - | - | - | - |
| | | - | - | - | - | - |
| | | - | - | - | - | - |
| | | - | - | - | - | - |
| | Total | - | - | - | - | |
| Other: | Conversion of endowment funds into income | - | - | - | - | - |
| | Gain on disposal of a tangible fixed asset held for charity's own use | - | - | - | - | - |
| | Gain on disposal of a programme related investment | - | - | - | - | - |
| | Royalties from the exploitation of intellectual property rights | - | - | - | - | - |
| | Other | - | - | - | - | - |
| | Total | - | - | - | - | |
| TOTAL INCOME | | 502,535 | 66,912 | - | 569,447 | 492,585 |
| Other information: | | | | | | |

Section C

Notes to the accounts

(cont)

Note 3 Analysis of income

**All income in the prior year was unrestricted except for:
(please provide description and amounts)**

£342,725.66 in respect of works and development cost and rental income of £19,660.56

Where any endowment fund is converted into income in the reporting period, please give the reason for the conversion.

Not applicable

Within the income items above the following items are material: (please disclose the nature, amount and any prior year amounts)

£64,792.9 income donated in respect of development and improvement works, and two grants totalling £300,000

Section C **Notes to the accounts** **(cont)**

Note 4 **Analysis of receipts of government grants**

| | Description | This year £ | Last year £ |
|--------------------|----------------|----------------|----------------|
| Government grant 1 | Not applicable | - | - |
| Government grant 2 | Not applicable | - | - |
| Government grant 3 | Not applicable | - | - |
| Other | Not applicable | - | - |
| | Total | - | - |

Please provide details of any unfulfilled conditions and other contingencies attaching to grants that have been recognised in income.

| | | |
|----------------|--|--|
| Not applicable | | |
|----------------|--|--|

Please give details of other forms of government assistance from which the charity has directly benefited.

| |
|----------------|
| Not applicable |
|----------------|

Section C **Notes to the accounts** **(cont)**

Note 5 **Donated goods, facilities and services**

| | This year £ | Last year £ |
|-----------------|----------------|----------------|
| Seconded staff | - | - |
| Use of property | - | - |
| Other | 397,765 | 130,198 |
| | 397,765 | 130,198 |

Please provide details of the accounting policy for the recognition and valuation of donated goods, facilities and services.

Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.

Please provide details of any unfulfilled conditions and other contingencies attaching to resources from donated goods and services not recognised in income.

Not applicable

Please give details of other forms of other donated goods and services not recognised in the accounts, eg contribution of unpaid volunteers.

Not applicable

Section C **Notes to the accounts** **(cont)**

Note 6 **Analysis of expenditure**

| | Analysis | | | | |
|---|----------------------------|------------------------------------|-------------------------|------------------|-----------------|
| | Unrestricted funds £ | Restricted income funds £ | Endowment funds £ | Total funds £ | Prior year £ |
| Expenditure on raising funds: | | | | | |
| Incurring seeking donations | - | - | - | - | - |
| Incurring seeking legacies | - | - | - | - | - |
| Incurring seeking grants | - | - | - | - | - |
| Operating membership schemes and social lotteries | - | - | - | - | - |
| Staging fundraising events | - | - | - | - | - |
| Fundraising agents | - | - | - | - | - |
| Operating charity shops | - | - | - | - | - |
| Operating a trading company undertaking non-charitable trading activity | - | - | - | - | - |
| Advertising, marketing, direct mail and publicity | - | - | - | - | - |
| Start up costs incurred in generating new source of future income | - | - | - | - | - |
| Database development costs | - | - | - | - | - |
| Other trading activities | | | | | |
| Investment management costs: | - | - | - | - | - |
| Portfolio management costs | - | - | - | - | - |
| Cost of obtaining investment advice | - | - | - | - | - |
| Investment administration costs | - | - | - | - | - |
| Intellectual property licencing costs | - | - | - | - | - |
| Rent collection, property repairs and maintenance charges | - | - | - | - | - |
| | - | - | - | - | - |
| Total expenditure on raising funds | - | - | - | - | - |

Section C **Notes to the accounts** **(cont)**

Note 6 **Analysis of expenditure**

| | | | | | | |
|---|---|----------------|--------------|---------------|----------------|----------------|
| Expenditure on charitable activities | Revenue expenditure on grounds/site | 471,904 | 2,119 | 13,899 | 487,922 | 166,357 |
| | External legal costs of ManCo | 30,631 | - | - | 30,631 | - |
| | | - | - | - | - | - |
| | | - | - | - | - | - |
| | Total expenditure on charitable activities | 502,535 | 2,119 | 13,899 | 518,553 | 166,357 |

| | | | | | | |
|--|--------------|----------|----------|----------|----------|----------|
| Separate material item of expense | | - | - | - | - | - |
| | | - | - | - | - | - |
| | | - | - | - | - | - |
| | Total | - | - | - | - | - |

| | | | | | | |
|--------------|--------------------------------|----------|----------|----------|----------|----------|
| Other | | - | - | - | - | - |
| | | - | - | - | - | - |
| | | - | - | - | - | - |
| | | - | - | - | - | - |
| | Total other expenditure | - | - | - | - | - |

| | | | | | |
|--------------------------|----------------|--------------|---------------|----------------|----------------|
| TOTAL EXPENDITURE | 502,535 | 2,119 | 13,899 | 518,553 | 166,357 |
|--------------------------|----------------|--------------|---------------|----------------|----------------|

Other information:

Analysis of expenditure on charitable activities

| Activity or programme | Activities undertaken directly | Funding of activities | Support Costs | Total this year | Total prior year |
|-------------------------|--|-----------------------|---------------|-----------------|------------------|
| | £ | £ | £ | £ | £ |
| Sports Ground Provision | Grounds/site maintenance & day-to-day management | 481,012 | 37,541 | 518,553 | 166,357 |
| Other | | | | | |
| Total | | 481,012 | 37,541 | 518,553 | 166,357 |

Prior year expenditure on charitable activities can be analysed as follows:

Grounds/site maintenance & day-to-day management: £166,357

Within the expenditure items above the following items are material: (please disclose the nature, amount and any prior year amounts)

Pitch maintenance £509.41 (P/Y £59,862.10)

Section C **Notes to the accounts** **(cont)**

Note 7 **Extraordinary items**

Please explain the nature of each significant/ extraordinary item occurring in the period.

| | Description | This year £ | Last year £ |
|----------------------------------|--|----------------|----------------|
| Extraordinary item 1 | The refurbishment of the toilets included in charitable expenses and received as donation from GBC | 79,520 | - |
| Extraordinary item 2 | The payment to Manco, for the in-year operational cost included in cost and donation | 156,000 | - |
| | | - | - |
| Extraordinary item 3 | Not applicable | - | - |
| Extraordinary item 4 | Not applicable | - | - |
| Total extraordinary items | | 235,520 | - |

Section C **Notes to the accounts**

Note 8 **Funds received as agent**

8.1 Please complete this note if the charity has agreed to administer the funds of another entity as its agent. Note: If a charity is acting as an agent, it should not recognise the income in the Statement of Financial Activities or the Balance Sheet.

| Description/name of party | Related party (Yes or No) | Amount received | | Amount paid out | | Balance held at period end | |
|---------------------------|---------------------------|-----------------|-----------|-----------------|-----------|----------------------------|-----------|
| | | This year | Last year | This year | Last year | This year | Last year |
| | | £ | £ | £ | £ | £ | £ |
| Not applicable | | - | - | - | - | - | - |
| Not applicable | | - | - | - | - | - | - |
| Not applicable | | - | - | - | - | - | - |
| Not applicable | | - | - | - | - | - | - |
| Not applicable | | - | - | - | - | - | - |
| Total | | - | - | - | - | - | - |

8.2 Where a consortia or similar arrangement exists whereby 2 or more charities co-operate to achieve economies in the purchase of goods or services, please disclose details of any balances outstanding between any participating members.

| Description/name of party | Balance held at period end | |
|---------------------------|----------------------------|-----------|
| | This year | Last year |
| | £ | £ |
| Not applicable | - | - |
| Total | | - |

Section C Notes to the accounts

Note 9 Support Costs

Please complete this note if the charity has analysed its expenses using activity categories and has support costs.

| Support cost | Raising funds £ | Activity 1 Sports ground provision £ | Activity 2 £ | Activity 3 £ | Grand total £ | Basis of allocation |
|---|--------------------|---|-----------------|-----------------|------------------|--------------------------------------|
| | | | | | | (Describe method) |
| Property related (Engineers, Surveyors etc) | - | 6,431 | | - | 6,431 | Timesheet records of work undertaken |
| Admin (Paymaster services) | - | 480 | | - | 480 | Number of transactions / FTEs |
| Legal support | - | 30,631 | | - | 30,631 | Actual expenditure |
| | - | - | | - | - | |
| Other | - | - | | - | - | FTEs |
| Total | - | 37,541 | | - | 37,541 | |

Please provide details of the accounting policy adopted for the apportionment of costs between activities and any estimation techniques used to calculate their apportionment.

Not applicable (one activity only)

Section C **Notes to the accounts**

Note 10 **Details of certain items of expenditure**

10.1 Fees for examination of the accounts

Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner. If nothing was paid please enter '0' in the appropriate box(es).

| | This year £ | Last year £ |
|---|------------------------|------------------------|
| Independent examiner's fees | 700 | 540* |
| Assurance services other than audit or independent examination | 0 | 0 |
| Tax advisory fees | 0 | 0 |
| Other fees (for example: financial advice, consultancy, accountancy services) paid to the independent examiner | 0 | 0 |

*The amount of £540 accounted for in 2017-18 was in respect of the independent review of the 2016-17 accounts.

Section C **Notes to the accounts** **(cont)**

Note 11 **Paid employees**
Please complete this note if the charity has any employees.

11.1 Staff Costs

| | This year £ | Last year £ |
|---|----------------|----------------|
| Salaries and wages | - | - |
| Social security costs | - | - |
| Pension costs (defined contribution scheme) | | |
| Other employee benefits | - | - |
| Total staff costs | - | - |

Please provide details of expenditure on staff working for the charity whose contracts are with and are paid by a related party

The charity does not directly employ any staff

Please give details of the number of employees whose total employee benefits (excluding employer pension costs) fell within each band of £10,000 from £60,000 upwards. If there are no such transactions, please enter 'true' in the box provided.

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000

The charity does not directly employ any staff

| Band | Number of employees |
|----------------------|---------------------|
| £60,000 to £69,999 | |
| £70,000 to £79,999 | |
| £80,000 to £89,999 | |
| £90,000 to £99,999 | |
| £100,000 to £109,999 | |
| | |
| | |
| | |

Please provide the total amount paid to

The charity does not directly employ any staff

11.2 Average head count in the year

The parts of the charity in which the employees work

| | This year Number | Last year Number |
|-----------------------|---------------------|---------------------|
| Fundraising | - | - |
| Charitable Activities | - | - |
| Governance | - | - |
| Other | - | - |
| Total | - | - |

Section C **Notes to the accounts** **(cont)**

Note 11 **Paid employees**
11.3 Ex-gratia payments to employees and others (excluding trustees)
Please complete if an ex-gratia payment is made.

Please explain the nature of the payment

Please state the legal authority or reason for making the payment

Please state the amount of the payment (or value of any waiver of a right to an asset)

11.4 Redundancy payments
Please complete if any redundancy or termination payment is made in the period.

Total amount of payment

The nature of the payment (cash, asset etc.)

The extent of redundancy funding at the balance sheet date

Please state the accounting policy for any redundancy or termination payments

Section C **Notes to the accounts** **(cont)**

Note 12 **Defined contribution pension scheme or defined benefit scheme accounted for as a defined contribution scheme.**

12.1 Please complete this note if a defined contribution pension scheme is operated.

| | |
|---|----------------|
| Amount of contributions recognised in the SOFA as an expense | Not applicable |
| Please explain the basis for allocating the liability and expense of defined contribution pension scheme between activities and between restricted and unrestricted funds. | Not applicable |

12.2 Please complete this section where the charity participates in a defined benefit pension plan but is unable to ascertain its share of the underlying assets and liabilities.

| | |
|--|----------------|
| Please confirm that although the scheme is accounted for as a defined contribution plan, it is a defined benefit plan. | Not applicable |
| Please provide such information as is available about the plan's surplus or deficit and the implications, if any, for the reporting charity | Not applicable |

12.3 Please complete this section where the charity participates in a multi-employer defined benefit pension plan that is accounted for as a defined contribution plan.

| | |
|---|--|
| Describe the extent to which the charity can be liable to the plan for other entities' obligations under the terms and conditions of the multi-employer plan | |
|---|--|

Section C **Notes to the accounts** (con)

Note 14 **Tangible fixed assets**
Please complete this note if the charity has any tangible fixed assets

14.1 Cost or valuation

| | Freehold land & buildings | Other land & buildings | Plant, machinery and motor vehicles | Fixtures, fittings and equipment | Total |
|------------------------------|---------------------------|------------------------|-------------------------------------|----------------------------------|-----------|
| | £ | £ | £ | £ | £ |
| At the beginning of the year | 2,908,986 | - | - | 37,865 | 2,946,851 |
| Additions | 64,793 | - | - | - | 64,793 |
| Revaluations | - | - | - | - | - |
| Disposals | - | - | - | - | - |
| Transfers * | - | - | - | - | - |
| At end of the year | 2,973,779 | - | - | 37,865 | 3,011,644 |

14.2 Depreciation and impairments

| | | | | | |
|----------------|----|----|----|----|----|
| **Basis | SL | SL | SL | SL | SL |
| ** Rate | | | | | |

| | | | | | |
|--------------------------|--------|---|---|--------|--------|
| At beginning of the year | 66,447 | - | - | 9,462 | 75,909 |
| Disposals | - | - | - | - | - |
| Depreciation | 10,113 | - | - | 3,787 | 13,900 |
| Impairment | - | - | - | - | - |
| Transfers* | - | - | - | - | - |
| At end of the year | 76,560 | - | - | 13,249 | 89,809 |

14.3 Net book value

| | | | | | |
|---|-----------|---|---|--------|-----------|
| Net book value at the beginning of the year | 2,842,539 | - | - | 28,403 | 2,870,942 |
| Net book value at the end of the year | 2,897,219 | - | - | 24,616 | 2,921,835 |

Section C **Notes to the accounts** (con)

Note 14 **Tangible fixed assets**

14.4 Impairment

Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.

Not applicable

14.5 Revaluation

If an accounting policy of revaluation is adopted, please provide:

the effective date of the revaluation

Property assets are revalued with sufficient regularity to ensure that their carrying amount is not materially different from their fair value at year-end, but as a minimum every five years.

the name of independent valuer, if applicable

Property valuations were undertaken by either Vail Williams or the District Valuer appointed by the Trustee.

the methods applied and significant assumptions

For property assets occupied and used in the delivery of services the basis of valuation is current value in existing use (EUV).

the carrying amount that would have been recognised had the assets been carried under the cost model.

£2,714,489

14.6 Other disclosures

(i) Please state the amount of borrowing costs, if any, capitalised in the construction of tangible fixed assets and the capitalisation rate used.

Not applicable

(ii) Please provide the amount of contractual commitments for the acquisition of tangible fixed assets.

(iii) Details of the existence and carrying amounts of property, plant and equipment to which the charity has restricted title or that are pledged as security for liabilities.

Not applicable

* The "transfers" row is for movements between fixed asset categories.

** Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.

Section C Notes to the accounts

Note 15 Intangible assets
Please complete this note if the charity has any intangible assets

15.1 Cost or valuation

| | Research & development | Patents and trademarks | Other | Total |
|--------------------------|------------------------|------------------------|-------|-------|
| | £ | £ | £ | £ |
| At beginning of the year | - | - | - | - |
| Additions | - | - | - | - |
| Disposals | - | - | - | - |
| Revaluations | - | - | - | - |
| Transfers * | - | - | - | - |
| At end of the year | - | - | - | - |

15.2 Amortisation and impairments

| | | | | |
|----------------|----------|----------|----------|----------|
| **Basis | SL or RB | SL or RB | SL or RB | SL or RB |
| ** Rate | | | | |

| | | | | |
|--------------------------|---|---|---|---|
| At beginning of the year | - | - | - | - |
| Disposals | - | - | - | - |
| Amortisation | - | - | - | - |
| Impairment | - | - | - | - |
| Transfers* | - | - | - | - |
| At end of year | - | - | - | - |

15.3 Net book value

| | | | | |
|---|---|---|---|---|
| Nat book value at the beginning of the year | - | - | - | - |
| Net book value at the end of the year | - | - | - | - |

Section C **Notes to the accounts**

Note 15 **Intangible assets**

15.4 Accounting policy

Please disclose the accounting policy for intangible fixed assets including:

*Reasons for choosing
amortisation rates*

*Policies for the recognition of any
capital development*

| |
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| |
| |

15.5 Impairment

*Please provide a description of the events and
circumstances that led to the recognition or
reversal of an impairment loss.*

| |
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| |
|--|

15.6 Revaluation

If an accounting policy of revaluation is adopted, please provide:

the effective date of the revaluation

the name of independent valuer, if applicable

the methods applied

*the carrying amount that would have been
recognised had the assets been carried under
the cost model.*

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Section C **Notes to the accounts**

Note 15 **Intangible assets**

15.7 Other disclosures

(i) If your intangible asset was acquired by way of grant, provide value on initial recognition and carrying amount of the asset.

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(ii) Details of the carrying amounts of any intangible assets to which the charity has restricted title or that are pledged as security for liabilities.

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(iii) Please provide the amount of contractual commitments for the acquisition of intangible assets.

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(iv) State the amount of research and development expenditure recognised as expenditure in the year.

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(vi) Please detail the headings in the SOFA in which a charge for amortisation of intangible assets is included.

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(vii) For any material intangible assets, please provide a description, its carrying amount and any remaining amortisation period.

| |
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* The "transfers" row is for movements between fixed asset categories.
 ** Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in

Section C **Notes to the accounts** **(cont)**

Note 16 **Heritage assets**

Please complete this note if the charity has heritage assets

16.1 General disclosures for all charities holding heritage assets

(i) Explain the nature and scale of heritage assets held.

(ii) Explain the policy for the acquisition, preservation, management and disposal of heritage assets.

| |
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| |
| |

16.2 Cost or valuation

| | Heritage asset 1 £ | Heritage asset 2 £ | Heritage asset 3 £ | Heritage asset 4 £ | Total £ |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------|
| At beginning of the year | - | - | - | - | - |
| Additions | - | - | - | - | - |
| Disposals | - | - | - | - | - |
| Revaluations | - | - | - | - | - |
| Transfers * | - | - | - | - | - |
| At end of the year | - | - | - | - | - |

16.3 Depreciation and impairments

| | | | | | | |
|----------------|--|--|--|--|--|--|
| **Basis | | | | | | Straight Line ("SL") or Reducing Balance |
| ** Rate | | | | | | |

| | | | | | |
|--------------------------|---|---|---|---|---|
| At beginning of the year | - | - | - | - | - |
| Disposals | - | - | - | - | - |
| Depreciation | - | - | - | - | - |
| Impairment | - | - | - | - | - |
| Transfers* | - | - | - | - | - |
| At end of year | - | - | - | - | - |

16.4 Net book value

| | | | | | |
|---|---|---|---|---|---|
| Nat book value at the beginning of the year | - | - | - | - | - |
| Net book value at the end of the year | - | - | - | - | - |

Section C **Notes to the accounts** **(cont)**

Note 16 **Heritage assets**
16.5 Impairment

Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.

| |
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| |
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16.6 Revaluation

If an accounting policy of revaluation is adopted, please provide:

- the effective date of the revaluation*
- the name of independent valuer, if applicable*
- qualifications of independent valuer*
- the methods applied and significant assumptions*
- any significant limitations on the valuation*

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16.7 Analysis of heritage assets by class or group distinguishing those at cost and those at valuation

Carrying amount at the beginning of the period

Additions

Disposals

Depreciation/impairment

Revaluation

Carrying amount at the end of period

| At valuation Group A | At cost Group B | Total |
|----------------------|-----------------|-------|
| £ | £ | £ |
| - | - | - |
| - | - | - |
| - | - | - |
| - | - | - |
| - | - | - |
| - | - | - |

| | | |
|------------------|------------------------------|---------------|
| Section C | Notes to the accounts | (cont) |
|------------------|------------------------------|---------------|

Note 16 **Heritage assets**

16.8 Heritage assets (where heritage assets are not recognised on the balance sheet)

(i) Explain the reason why heritage assets have not been recognised on the balance sheet.

(ii) Describe the significance and nature of heritage assets.

(iii) Disclose information that is helpful in assessing the value of heritage assets.

(iv) Explain the reason why it is not practicable to obtain a valuation of heritage assets.

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16.9 Five year summary of heritage assets transactions

| | 2015 | 2014 | 2013 | 2012 | 2011 |
|------------------------------------|------|------|------|------|------|
| | £ | £ | £ | £ | £ |
| Purchases | | | | | |
| Group A | - | - | - | - | - |
| Group B | - | - | - | - | - |
| Group C | - | | | | |
| Other | - | | | | |
| Donations | | | | | |
| Group A | - | - | - | - | - |
| Group B | - | - | - | - | - |
| Group C | - | - | - | - | - |
| Other | - | - | - | - | - |
| Total additions | - | - | - | - | - |
| Charge for impairment | | | | | |
| Group A | - | - | - | - | - |
| Group B | - | - | - | - | - |
| Group C | - | - | - | - | - |
| Other | - | - | - | - | - |
| Total charge for impairment | - | - | - | - | - |
| Disposals | | | | | |
| Group A - carrying amount | - | - | - | - | - |
| Group B - carrying amount | - | - | - | - | - |
| Group C | - | - | - | - | - |
| Other | - | - | - | - | - |
| Total disposals | - | - | - | - | - |

Section C **Notes to the accounts** **(cont)**

Note 17 **Investment assets**

Please complete this note if the charity has any investment assets.

17.1 Fixed assets investments (please provide for each class of investment)

| | Cash & cash equivalents | Listed investments | Investment properties | Social investments | Other | Total |
|--|-------------------------|--------------------|-----------------------|--------------------|-------|-------|
| Carrying (fair) value at beginning of period | - | - | - | - | - | - |
| Add: additions to investments during period* | - | - | - | - | - | - |
| Less: disposals at carrying value | - | - | - | - | - | - |
| Less: impairments | - | - | - | - | - | - |
| Add: Reversal of impairments | - | - | - | - | - | - |
| Add/(deduct): transfer in/(out) in the period | - | - | - | - | - | - |
| Add/(deduct): net gain/(loss) on revaluation | - | - | - | - | - | - |
| Carrying (fair) value at end of year | - | - | - | - | - | - |

*Please specify additions resulting from acquisitions through business combinations, if any.

Please note that Fair Value in this context is the amount for which an asset could be exchanged between knowledgeable and willing parties in an arm's length transaction. For traded securities, the fair value is the value of the security quoted on the London Stock Exchange Daily Official List or equivalent. For other assets where there is no market price on a traded market, it is the trustees' or valuers' best estimate of fair value.

17.2 Please provide a breakdown of investments shown above agreeing with the balance sheet row B04 differentiating between those held at fair value and those held at cost less impairment.

Analysis of investments

Cash or cash equivalents

Listed investments

Investment properties

Social investments

Other investments

Total

Grand total (Fair value at year end+Cost less impairment)

| | Fair value at year end | Cost less impairment |
|---|------------------------|----------------------|
| | £ | £ |
| Cash or cash equivalents | - | - |
| Listed investments | - | - |
| Investment properties | - | - |
| Social investments | - | - |
| Other investments | - | - |
| Total | - | - |
| Grand total (Fair value at year end+Cost less impairment) | | |

Section C **Notes to the accounts** **(cont)**

Note 17 **Investment assets**

17.3 If your charity holds investment properties, please complete the following note:

- (i) Explain the methods and significant assumptions in determining the fair value of investment property held by the charity
- (ii) Name or independent valuer, if applicable, and relevant qualifications
- (iii) Provide details of any restrictions on the ability to realise investment property or on the remittance of income or disposal proceeds
- (iv) Explain any contractual obligations for the purchase, construction or development of investment property or for repairs, maintenance or enhancements

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17.4 Please provide a breakdown of current asset investments, if applicable, agreeing with the balance sheet.

Analysis of current asset investments

- Cash or cash equivalents
- Listed investments
- Investment properties
- Social investments
- Other investments
- Total

| This year | Last year |
|-----------|-----------|
| £ | £ |
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |

17.5 Guarantees

Please provide details and amount of any guarantee made to or on behalf of a third party

Name of the entity or entities benefitting from those guarantees

Please explain how the guarantee furthers the charity's aims

| |
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| |
| |
| |

Section C **Notes to the accounts** **(cont)**

Note 17 **Investment assets**

17.6 Concessionary loans

Amount of concessionary loans made (*Multiple loans made may be disclosed in aggregate provided that such aggregation does not obscure significant information*).

| <i>Description</i> | This year £ | Last year £ |
|--------------------|-------------|-------------|
| | | |
| | | |
| | | |
| Total | | |

Amount of concessionary loans received (*Multiple loans received may be disclosed in aggregate provided that such aggregation does not obscure significant information*).

| <i>Description</i> | This year £ | Last year £ |
|--------------------|-------------|-------------|
| | | |
| | | |
| | | |
| Total | | |

Terms and conditions eg interest rate, security provided

| |
|--|
| |
|--|

Value of any concessionary loans which have been committed but not taken up at the reporting date

| |
|--|
| |
|--|

Amounts payable within 1 year

| |
|--|
| |
|--|

Amounts payable after more than 1 year

| |
|--|
| |
|--|

Amounts receivable within 1 year

| |
|--|
| |
|--|

Amounts receivable after more than 1 year

| |
|--|
| |
|--|

17.7 Additional information

Please provide information about the significance of investments to the charity's financial position or performance eg. terms and conditions of loans or the use of hedging to manage financial risk.

| |
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For all investments measured at fair value, the basis for determining the value, including any assumptions applied when using a valuation technique.

| |
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Where a charity has provided financial assets as a form of security, the carrying amount of the financial asset pledged as security and the terms and conditions relating to its pledge.

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| |
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Section C **Notes to the accounts** **(cont)**

Note 18 **Stocks**

Please complete this note if the charity holds any stock items

18.1 Please state the carrying amount of stock and work in progress analysed between activities.

| | Stock | | Donated goods | | Work in progress |
|----------------------------------|------------------|------------|------------------|------------|------------------|
| | For distribution | For resale | For distribution | For resale | |
| | £ | £ | £ | £ | |
| Charitable activities: | | | | | |
| <i>Opening</i> | - | - | - | - | - |
| <i>Added in period</i> | - | - | - | - | - |
| <i>Expensed in period</i> | - | - | - | - | - |
| <i>Impaired</i> | - | - | - | - | - |
| <i>Closing</i> | - | - | - | - | - |
| Other trading activities: | | | | | |
| <i>Opening</i> | - | - | - | - | - |
| <i>Added in period</i> | - | - | - | - | - |
| <i>Expensed in period</i> | - | - | - | - | - |
| <i>Impaired</i> | - | - | - | - | - |
| <i>Closing</i> | - | - | - | - | - |
| Other: | | | | | |
| <i>Opening</i> | - | - | - | - | - |
| <i>Added in period</i> | - | - | - | - | - |
| <i>Expensed in period</i> | - | - | - | - | - |
| <i>Impaired</i> | - | - | - | - | - |
| <i>Closing</i> | - | - | - | - | - |
| Total this year | - | - | - | - | - |
| Total previous year | - | - | - | - | - |

18.2 Please specify the carrying amount of any stocks pledged as security for liabilities

Section C **Notes to the accounts** **(cont)**

Note 19 Debtors and prepayments

Please complete this note if the charity has any debtors or prepayments.

19.1 Analysis of debtors

Trade debtors
Prepayments and accrued income
Other debtors

| This year | Last year |
|-----------|-----------|
| £ | £ |
| - | 56,689.9 |
| - | - |
| 700 | 250,000.0 |
| 700 | 306,690 |

Total

Please complete 19.2 where a material debtor is recoverable more than a year after the reporting date.

19.2 Analysis of debtors recoverable in more than 1 year (included in debtors above)

Trade debtors
Prepayments and accrued income
Other debtors

| This year | Last year |
|--------------|-----------|
| £ | £ |
| - | - |
| - | - |
| - | - |
| - | - |
| Total | - |

Section C **Notes to the accounts** **(cont)**

Note 20 **Creditors and accruals**

Please complete this note if the charity has any creditors or accruals.

20.1 Analysis of creditors

| | Amounts falling due within one year | | Amounts falling due after more than one year | |
|--|-------------------------------------|----------------|--|----------------|
| | This year £ | Last year £ | This year £ | Last year £ |
| Accruals for grants payable | - | - | - | - |
| Bank loans and overdrafts | - | - | - | - |
| Trade creditors | 700 | 56,690 | - | - |
| Payments received on account for contracts or performance-related grants | - | - | - | - |
| Accruals and deferred income | - | - | - | - |
| Taxation and social security | - | - | - | - |
| Other creditors | - | 250,000 | - | - |
| Total | 700 | 306,690 | - | - |

20.2 Deferred income

Please complete this note if the charity has deferred income.

Please explain the reasons why income is deferred.

Not applicable

Movement in deferred income account

| | This year £ | Last year £ |
|--|----------------|----------------|
| Balance at the start of the reporting period | - | - |
| Amounts added in current period | - | - |
| Amounts released to income from previous periods | - | - |
| Balance at the end of the reporting period | - | - |

Section C **Notes to the accounts** **(cont)**

Note 21 Provisions for liabilities and charges

Please complete this note if you have included in charity expenditure any provisions. A provision is made when the charity has a liability of uncertain timing or amount.

21.1 Please provide:

- a brief description of any obligations on the balance sheet and the expected amount and timing of resulting payments;
- an indication of the uncertainties about the amount or timing of those outflows; and
- the amount of any expected reimbursement, stating the amount of any asset that has been recognised for that expected reimbursement.

| |
|----------------|
| Not applicable |
| Not applicable |
| Not applicable |

21.2 Movements in recognised provisions and funding commitment during the period

- Balance at the start of the reporting period
- Amounts added in current period
- Amounts charged against the provision in the current period
- Unused amounts reversed during the period
- Balance at the end of the reporting period

| This year £ | Last year £ |
|----------------|----------------|
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |

21.3 For any funding commitment that is not recognised as a liability or provision, provide details of commitment made, the time frame of that commitment, any performance-related conditions and details of how the commitment will be funded (with contracts for capital expenditure separately identified).

| |
|----------------|
| Not applicable |
|----------------|

21.4 Where unrestricted funds have been designated to a fund commitment, please disclose the nature of any amounts designated and the likely timing of that expenditure.

| |
|----------------|
| Not applicable |
|----------------|

Note 22 Other disclosures for debtors, creditors and other basic financial instruments

22.1 Please provide information about the significance of financial instruments (eg. debtors, creditors, investments etc) to the charity's financial position or performance, for example, the terms and conditions of loans or the use of hedging to manage financial risk.

Not applicable

22.2 If the charity has provided financial assets as a form of security, the carrying amount of the financial assets pledged as security and the terms and conditions related to its pledge should be given here.

Not applicable

Section C **Notes to the accounts** **(cont)**

Note 23 Contingent liabilities and contingent assets

23.1 Contingent liabilities

Where the charity has contingent liabilities, please complete the following section unless the possibility of their existence is remote.

| Description of item including its legal nature. Please describe any security provided in connection to the liability. | Estimate of financial effect |
|---|------------------------------|
| | |

23.2 Contingent assets

Where the charity has contingent assets, please complete the following section when their existence is probable

| Description of item | Estimate of financial effect |
|---------------------|------------------------------|
| Not applicable | |

23.4 Other disclosures for contingent assets and/or liabilities

Please provide the following information where practicable:

Explain any uncertainties relating to the amount or timing of settlement; and the possibility of any reimbursement

| |
|--|
| |
|--|

Where it is not practical to make one or more of these disclosures, please state this fact

| |
|--|
| |
|--|

Section C **Notes to the accounts** **(cont)**

Note 24 **Cash at bank and in hand**

Short term cash investments (less than 3 months maturity date)
Short term deposits
Cash at bank and on hand
Other
Total

| This year £ | Last year £ |
|----------------|----------------|
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |

Note 25 Fair value of assets and liabilities

25.1 Please provide details of the charity's exposure to credit risk (the risk of incurring a loss due to a debtor not paying what is owed) , liquidity risk (the risk of not being able to meet short term financial demands) and market risk (the risk that the value of an investment will fall due to changes in the market) arising from financial instruments to which the charity is exposed at the end of the reporting period and explain how the charity manages those risks.

Not applicable

25.2 Please give details of the amount of change in the fair value of basic financial instruments (debtors, creditors, investments (see section 11, FRS 102 SORP)) measured at fair value through the SoFA that is attributable to changes in credit risk.

Not applicable

Section C **Notes to the accounts** **(cont)**

Note 26 **Events after the end of the reporting period**

Please complete this note if events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

Please provide details of the nature of the event

Not applicable

Provide an estimate of the financial effect of the event or a statement that such an estimate cannot be made

Not applicable

Section C **Notes to the accounts** **(cont)**

Note 27 **Charity funds (cont)**

27.3 Transfers between funds

| | Reason for transfer and where endowment is converted to income, legal power for its conversion | Amount |
|---|---|---------------|
| Between unrestricted and restricted funds | Not applicable | |
| Between endowment and restricted funds | Transfer from restricted income to endowment fund in respect of donated income to be used to create/enhance an endowed fixed asset. | 64,793 |
| Between endowment and unrestricted funds | Not applicable | |

27.4 Designated funds

| Planned use | Purpose of the designation | Amount |
|--------------------|-----------------------------------|---------------|
| Not applicable | | |

Section C Notes to the accounts (cont)

Note 28 Transactions with trustees and related parties

If the charity has any transactions with related parties (other than the trustee expenses explained in guidance notes) details of such transactions should be provided in this note. If there are no transactions to report, please enter "True" in the box or "False" if there are transactions to report.

28.1 Trustee remuneration and benefits

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity (True or False)

| |
|------|
| TRUE |
|------|

In the period the charity has paid trustees remuneration and benefits. Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee by the charity or any institution or company connected with it.

| Name of trustee | Legal authority (eg order, governing document) | Amounts paid or benefit value | | | | |
|-----------------|--|-------------------------------|----------------------|---|-----------|-------|
| | | This year | | | Last year | |
| | | Remuneration | Pension contribution | Redundancy (including loss of office)/ex gratia | Other | TOTAL |
| £ | £ | | £ | £ | | |
| | | | | | | |

Please give details of why remuneration or other employment benefits were paid.

| |
|--|
| |
|--|

Where an ex gratia payment has been made to a trustee, provide an explanation of the nature of the payment.

28.2 Trustees' expenses

If the charity has paid trustees expenses for fulfilling their duties, details of such transactions should be provided in this note. If there are no transactions to report, please enter "True" in the box below. If there are transactions to report, please enter "False".

No trustee expenses have been incurred (True or False)

| |
|------|
| TRUE |
|------|

| Type of expenses reimbursed | This year | Last year |
|-----------------------------|-----------|-----------|
| | £ | £ |
| Travel | | |
| Subsistence | | |
| Accommodation | | |
| Other (please specify): | | |
| | | |
| TOTAL | | |

Please provide the number of trustees reimbursed for expenses or who had expenses paid by the charity

| |
|--|
| |
|--|

28.3 Transaction(s) with related parties

Please give details of any transaction undertaken by (or on behalf of) the charity in which a related party has a material interest, including where funds have been held as agent for related parties. If there are no such transactions, please enter 'true' in the box provided.

There have been no related party transactions in the reporting period (True or False)

| |
|-------|
| FALSE |
|-------|

| Name of the trustee or related party | Relationship to charity | Description of the transaction(s) | Amount | Balance at period end | Provision for bad debts at period end | Amounts written off during reporting period |
|--------------------------------------|-------------------------|--|---------|-----------------------|---------------------------------------|---|
| | | | £ | £ | £ | £ |
| Guildford Borough Council | Sole Trustee | All transactions of the charity are managed by the Council and the Council has typically provided the majority of the charity's funding. | 567,328 | 0 | 0 | 0 |
| | | | | | | |

In relation to the transactions above, please provide the terms and conditions, including any security and the nature of any payment (consideration) to be provided in settlement.

| |
|--|
| In its role as Sole Trustee the Council provides the necessary resources to enable the charity to fulfil its objectives. These objectives align with those of the Council in respect of the provision of recreational facilities to further the welfare of the inhabitants of the Borough of Guildford. Funding is provided by the Council to the charity on the basis that these mutually conducive objectives are delivered. |
|--|

For any related party, please provide details of any guarantees given or received.

| |
|----------------|
| Not applicable |
|----------------|

Section C

Notes to the accounts

(cont)

Note 29

Additional Disclosures

The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.



Trustees' Annual Report for the period

From 1st April 2020

Period start date

To 31st March 2021

Period end date

Charity name: Guildford Sports Ground

Charity registration number: 305056

Objectives and Activities

| | SORP reference | |
|--|--------------------|--|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | A Charitable Trust of the Woodbridge Road Sportsground land was created on 9 August 1912 by a deed of conveyance and declaration of trust (the Vesting Deed) executed on that date by Sir Harry Waechter who several months earlier acquired two parcels of leasehold land from the Earl of Onslow to form the sportsground. Guildford Borough Council owns the freehold of the Woodbridge Road Sportsground (including its associated land and buildings) as the sole charitable trustee under a charitable trust. In summary, the purposes are to provide a sportsground for public benefit to include a variety of sporting, entertainment and social activities. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | The Vesting Deed stipulates a number of uses and restrictions which the trustee must comply with. The land must only be <i>usedas a ground for playing cricket, football, hockey, lawn tennis or other games or pastimes; or as a ground on which cycling, foot racing, jumping or other athletic sports may take place; or on which military manoeuvres or drills may take place; or on which agricultural flower or other shows or exhibitions promenade or other concerts and entertainments, firework displays, bazaars meetings, conferences or other assemblies of a like nature. No buildings shall be erected except buildings such as pavilions, drill halls, club rooms for territorials or other national reserve or such other buildings as may be usual or necessary on grounds devoted to outdoor recreation. Such buildings shall be and remain under the control of the Trustees with the exception of an entrance lodge or dwelling accommodation for any persons</i> |

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| | | |
|--|-----------|--|
| Appendix 4 | | <i>employed as groundsman or caretakers of the buildings.....</i> |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | The trustee has had regard to the responsibility they have to ensure the charity is carrying out its purpose for the public benefit, to act in the charity's best interests and to manage the charity's resources responsibly. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|--|----------------|--|
| Policy on grant making | Para 1.38 | n/a |
| Policy on social investment including program related investment | Para 1.38 | The impact of COVID was significant for the Charity as the facility was closed for a significant part of the financial year. Since reopening the Trustee has supported the Charity by encouraging more use by the community, local businesses and local schools. |
| Contribution made by volunteers | Para 1.38 | n/a |
| Other | | |

Achievements and Performance

| | SORP reference | |
|---|----------------|---|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | <p>The pavilion was built in 1938 and prior to the refurbishment, the pavilion was in a poor state of repair. The trustee recognised that its refurbishment is key to wider community use and fulfilment of the charitable purposes by providing fit for purpose toilets, changing facilities and a community room. This was identified as a priority for the trustee.</p> <p>The refurbishment has broadly completed in 2018. Since then, the venue's separate public toilets have also been refurbished.</p> <p>The design and build of a new spectator's pavilion had been commissioned by the trustee. Apart from improving spectator safety, the new spectator's pavilion has increased spectator capacity at events; thus opening up the facilities and events to larger section of the public.</p> |

| | | |
|--|--|--|
| | | <p>The building also provides better changing facilities as well as improving accessibility to the disabled. The venue can now hold a greater range of indoor community activities in the large function space. A number of new events have been held there including Guildford Sports Awards and a Book Festival event.</p> |
|--|--|--|

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|------------------|--|
| <p>Achievements against objectives set</p> | <p>Para 1.41</p> | <p>The charity has achieved the objectives it set including the refurbishment of the pavilion. It has now embarked on a systematic development of improved facilities including a spectator’s pavilion and catering facilities. One of the charity’s future objectives was to manage the increased costs likely to arise from the systematic improvement to facilities, with the aim of becoming self sufficient. The Trustees have signed a sponsorship deal and is working in partnership with a number of local businesses.</p> |
| <p>Performance of fundraising activities against objectives set</p> | <p>Para 1.41</p> | <p>During the refurbishment and Covid lockdowns it has been very difficult for the Trustee to attract usage of the facilities. However there is now growing evidence of increased usage by community organisations, including charities such as the CAB, Halo and Oakleaf.</p> |
| <p>Investment performance against objectives</p> | <p>Para 1.41</p> | <p>The improved facilities at the pavilion have led to greater interest in the venue hosting a larger number of sporting and community events. As a result, the tenant has expressed an interesting in contributing to the future costs of facility refurbishment in order to secure sporting events and as a place for sports development.</p> |
| <p>Other</p> | | |

| | | |
|--|-----------|--|
| Review of the charity's financial position at the end of the period. | Para 1.21 | The charity's annual accounts for 2020/21 report the financial position of the charity at the end of the period, 31 st March 2020. The accounts are available from the Charity Commission website. Total donations in the year totalled £252,883 whilst other income totalled £9,417. Expenditure was £262,300. During the financial year the Groundman's cottage was sold for the sum of £540,511, (net of sale costs). This money was paid over to the sole Trustee as contribution to the redevelopment of the pavilion (which cost in excess of £2m), in line with the agreement between the two parties. At the end of the period, the charity's net assets were £2,526,232. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The revaluation reserve is the only reserve held by the charity. It reflects the unrealised gains/losses resulting from changes in the value of property, plant and equipment. |
| Amount of reserves held | Para 1.22 | At the end of the period, the value of the revaluation reserve was £51,306. |
| Reasons for holding zero reserves | Para 1.22 | The sole trustee of the charity is Guildford Borough Council. The council is committed to providing the requisite funding to enable the charity to carry out its objectives. The council holds sufficient reserves to ensure that all of its commitments can be met. |
| Details of fund materially in deficit | Para 1.24 | Not applicable |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | The closedown of the facilities because of the lockdowns has impacted on the income of the charity. The Council has continued to support the Charity and is working with the management committee to increase the levels of income. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | The principal source of funding for the charity during the year is the donation made by Guildford Borough Council. The annual accounts for 2020/21 contain details of the charity's income. |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | The charity does not hold any financial investments. The trustee has explored options for increased income generation including enhanced local partnership and sponsorship arrangements and has had some significant successes in this regard. |

| | | |
|--|------------------|---|
| <p>A description of the principal risks facing the charity</p> | <p>Para 1.46</p> | <p>The trustee has contributed significantly to a programme of refurbishment and is looking for the charity to become financially self-sufficient. It recognizes the issue the Charity and the Management committee have faced because of COVID. The council is fully involved with the board of the management company. It is a tripartite board with representation from the Council as Trustee, Surrey County Cricket Club and Guildford Cricket Club. The Management Company is exploring all opportunities to increase its income.</p> |
| <p>Other</p> | | <p>The operation of the venue has been facilitated by working with a designated contractor who provides much of the operational support and service delivery in relation to the hospitality. The designated contractor reports directly to the Management Company and is responsible for booking and coordinating the events including the supervision of events, the provision of the labour and the catering services. The contractor also oversees the facilities management. A report from the contractor is presented to the monthly board meeting detailing sales and any potential issues affecting the operation of the site. By operating the venue in this way, it provides opportunities to use a range of caterers that are suited to particular types of events and keeps the overhead of the operation low as the staff are only engaged for the events on an as needs basis.</p> |

Appendix 4
Structure, Governance and Management

| | | |
|---|-----------|---|
| Description of charity's trusts: | | Guildford Sports Ground |
| Type of governing document | Para 1.25 | Trust deed |
| How is the charity constituted? | Para 1.25 | Unincorporated |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | The trustee has established the Executive Trustee Committee to oversee its charitable responsibilities. This committee is separate and distinct from the Council's Executive functions and is separate from general council business. The Trustee Committee is made up of local councillors and supported by officers of Guildford Borough Council. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---|-----------|--|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | The trustee has now established an induction and training system for all members of the Executive Trustee Committee in order to ensure that they are aware of the main duties of a charitable trustee and Charity Commission guidance, including the Commission's public benefit guidance. The trustee and the Executive Trustee Committee have access to legal and financial advice; as well as other relevant professional advice. |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | The trustee undertook a review of its governance arrangements in relation to the charity. The trustee recognised the need to take steps to improve governance, which it has done. The Executive Trustee Committee ensures the trustee is acting in the sole best interest of the charity when making decisions and ensures transparency of strategy and decision making. |
| Relationship with any related parties | Para 1.51 | Surrey County Cricket Club Guildford Cricket Club Sea Cadets Guildford Sports Ground Management Co. Ltd |
| Other | | Annual event/festival organisers Local community groups Private Hire Events Local Schools |

Reference and Administrative details

| | |
|-----------------------------|---|
| Charity name | Guildford Sports Ground |
| Other name the charity uses | n/a |
| Registered charity number | 305056 |
| Charity's principal address | Guildford Borough Council Millmead House, Millmead Guildford Surrey GU2 4BB |

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 | Guildford Borough Council | | | Executive Trustee Committee |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

Corporate trustees – names of the directors at the date the report was approved

| Director name | | |
|----------------------|--|--|
| Joss Bigmore | | |
| Julia McShane | | |
| John Redpath | | |
| | | |
| | | |
| | | |

Name of trustees holding title to property belonging to the charity

| Trustee name | Dates acted if not for whole year | |
|---------------------|--|--|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

Funds held as custodian trustees on behalf of others

| | |
|---|--|
| Description of the assets held in this capacity | |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Additional information (optional)

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
|-----------------|------|---------|

| | | |
|--|--|--|
| | | |
| | | |
| | | |
| | | |

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

| |
|--|
| |
|--|

Exemptions from disclosure

Reason for non-disclosure of key personnel details

| |
|--|
| |
|--|

Other optional information

| |
|--|
| |
|--|

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

Signed on behalf of the charity's trustees

| | | |
|--|--|--|
| Signature(s) | | |
| Full name(s) | Joss Bigmore | |
| Position (eg Secretary, Chair, etc) | Chair, Executive Shareholder and Trustee Committee | |

Date 26/05/2022

Independent Examiners report to the Trustees of The Guildford Sports Ground

I report to the Trustees on my examination of the accounts of the Guildford Sports Ground for the year ended 31st March 2021

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the act.

Having satisfied myself that the accounts are not required to be audited and are eligible for independent examination as the current threshold for audit has not been exceeded as set by Section 144 of the Charities Act 2011 as amended by the Charities Act 2011 (accounts and audit) Order 2015.

Independent examiner's statement

I have completed the examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Trust as required by section 130 of the Act
2. The account do not accord with those records
3. The accounts do not comply with the applicable requirements concerning the form and content of the accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirements that the accounts give a "true and fair view" which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed 

Name Sue Sturgeon
Member Chartered Institute of Public Finance and Accountancy

119 The Street, Puttenham, Guildford GU31AT

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CHARITY COMMISSION
FOR ENGLAND AND WALES

GUILDFORD SPORTS GROUND

CHARITY NUMBER 305056

DRAFT ANNUAL ACCOUNTS FOR THE PERIOD

01/04/2020 TO 31/03/2021

Agenda item number: 5
Appendix 6



| | | | | |
|--------------------------------|------------|----|-----------------|------------|
| Guildford Sports Ground | | | Charity No | 305056 |
| Annual accounts for the period | | | | |
| Period start date | 01/04/2020 | To | Period end date | 31/03/2021 |

Section A Statement of financial activities

| Recommended categories by activity | Guidance Notes | Unrestricted funds | Restricted income funds | Endowment funds | Total funds | Prior year funds |
|---|----------------|--------------------|-------------------------|-----------------|------------------|------------------|
| | | £ F01 | £ F02 | £ F03 | £ F04 | £ F05 |
| Incoming resources (Note 3) | | | | | | |
| Income and endowments from: | | | | | | |
| Donations and legacies | S01 | 252,883 | - | - | 252,883 | 567,328 |
| Charitable activities | S02 | - | 9,417 | - | 9,417 | 2,119 |
| Other trading activities | S03 | - | - | - | - | - |
| Investments | S04 | - | - | - | - | - |
| Separate material item of income | S05 | - | - | - | - | - |
| Other | S06 | - | 541,911 | - | 541,911 | - |
| Total | S07 | 252,883 | 551,328 | - | 804,211 | 569,447 |
| Resources expended (Note 6) | | | | | | |
| Expenditure on: | | | | | | |
| Raising funds | S08 | - | - | - | - | - |
| Charitable activities | S09 | 252,883 | 9,417 | 7,553 | 269,852 | 518,553 |
| Separate material item of expense | S10 | - | 541,911 | - | 541,911 | - |
| Other | S11 | - | 404,404 | - | 404,404 | - |
| Total | S12 | 252,883 | 955,732 | 7,553 | 1,216,167 | 518,553 |
| Net income/(expenditure) before investment gains/(losses) | S13 | - | - 404,404 | - 7,553 | - 411,957 | 50,894 |
| Net gains/(losses) on investments | S14 | - | - | - | - | - |
| Net income/(expenditure) | S15 | - | - 404,404 | - 7,553 | - 411,957 | 50,894 |
| Extraordinary items | S16 | - | - | - | - | - |
| Transfers between funds | S17 | - | 404,404 | - 404,404 | - | - |
| Other recognised gains/(losses): | | | | | | |
| Gains and losses on revaluation of fixed assets for the charity's own use | S18 | - | 16,354 | - | 16,354 | - |
| Other gains/(losses) | S19 | - | - | - | - | - |
| Net movement in funds | S20 | - | 16,354 | - 411,957 | - 395,603 | 50,894 |
| Reconciliation of funds: | | | | | | |
| Total funds brought forward | S21 | - | - | 2,921,835 | 2,921,835 | 2,870,941 |
| Total funds carried forward | S22 | - | 16,354 | 2,509,878 | 2,526,232 | 2,921,835 |

Section B Balance sheet

| | | Guidance Notes | Unrestricted funds | Restricted income funds | Endowment funds | Total this year | Total last year |
|--|-------------|----------------|--------------------|-------------------------|-----------------|-----------------|-----------------|
| | | | £ | £ | £ | £ | £ |
| | | | F01 | F02 | F03 | F04 | F05 |
| Fixed assets | | | | | | | |
| Intangible assets | (Note 15) | B01 | - | - | - | - | - |
| Tangible assets | (Note 14) | B02 | - | - | 2,526,232 | 2,526,232 | 2,921,836 |
| Heritage assets | (Note 16) | B03 | - | - | - | - | - |
| Investments | (Note 17) | B04 | - | - | - | - | - |
| Total fixed assets | | B05 | - | - | 2,526,232 | 2,526,232 | 2,921,836 |
| Current assets | | | | | | | |
| Stocks | (Note 18) | B06 | - | - | - | - | - |
| Debtors | (Note 19) | B07 | - | 1,400 | - | 1,400 | 700 |
| Investments | (Note 17.4) | B08 | - | - | - | - | - |
| Cash at bank and in hand | (Note 24) | B09 | - | - | - | - | - |
| Total current assets | | B10 | - | 1,400 | - | 1,400 | 700 |
| Creditors: amounts falling due within one year | (Note 20) | B11 | | 1,400 | - | 1,400 | 700 |
| Net current assets/(liabilities) | | B12 | - | - | - | - | - |
| Total assets less current liabilities | | B13 | - | - | 2,526,232 | 2,526,232 | 2,921,836 |
| Creditors: amounts falling due after one year | (Note 20) | B14 | - | - | - | - | - |
| Provisions for liabilities | | B15 | - | - | - | - | - |
| Total net assets or liabilities | | B16 | - | - | 2,526,232 | 2,526,232 | 2,921,836 |
| Funds of the Charity | | | | | | | |
| Endowment funds | (Note 27) | B17 | - | | 2,474,926 | 2,474,926 | 2,714,490 |
| Restricted income funds | (Note 27) | B18 | | - | | - | - |
| Unrestricted funds | | B19 | | | - | - | - |
| Revaluation reserve | | B20 | | | 51,306 | 51,306 | 207,346 |
| Total funds | | B21 | - | - | 2,526,232 | 2,526,232 | 2,921,836 |

Statement of Cash Flows

| | £ |
|---|----------------|
| Cash flows from operating activities: | |
| Net cash provided by (used in) operating activities | -404,404 |
| Cash flows from investing activities: | |
| Dividends, interest and rents from investments | 0 |
| Proceeds from the sale of property, plant and equipment | 0 |
| Purchase of property, plant and equipment | 404,404 |
| Proceeds from sale of investments | 0 |
| Purchase of investments | 0 |
| Net cash provided (used in) investing activities | 404,404 |
| Cash flows from financing activities: | |
| Repayments of borrowing | 0 |
| Cash inflows from new borrowing | 0 |
| Receipt of endowment | 0 |
| Net cash provided by (used in) financing activities | 0 |
| Change in cash and cash equivalents in the reporting period | 0 |
| Cash and cash equivalents at the beginning of the reporting period | 0 |
| Change in cash and cash equivalents due to exchange rate movements | 0 |
| Cash and cash equivalents at the end of the reporting period | 0 |

Reconciliation of net income/(expenditure) to net cash flow from operating activities

| | £ |
|---|-----------------|
| Net income/(expenditure) for the reporting period (as per the statement of financial activities) | -411,957 |
| Adjustments for: | |
| Depreciation charges | 7,553 |
| (Gains)/losses on investments | 0 |
| Dividends, interest and rents from investments | 0 |
| Loss/(profit) on the sale of fixed assets | 0 |
| (Increase)/decrease in stocks | 0 |
| (Increase)/decrease in debtors | 700 |
| Increase/(decrease) in creditors | -700 |
| Net cash provided by (used in) operating activities | -404,404 |

Analysis of cash and cash equivalents

| | £ |
|--|----------|
| Cash in hand | 0 |
| Notice deposits (less than 3 months) | 0 |
| Overdraft facility repayable on demand | 0 |
| Total cash and cash equivalents | 0 |

Section C Notes to the accounts

Note 1 Basis of preparation

This section should be completed by all charities.

1.1 Basis of accounting

These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The accounts have been prepared in accordance with:

- The Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014
- and with* the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102)
- and with the Charities Act 2011.

The charity constitutes a public benefit entity as defined by FRS 102.*

* -Tick as appropriate

1.2 Going concern

If there are material uncertainties related to events or conditions that cast significant doubt on the charity's ability to continue as a going concern, please provide the following details or state "Not applicable", if appropriate:

| | |
|--|---|
| An explanation as to those factors that support the conclusion that the charity is a going concern; | <i>The Trustee of the charity is Guildford Borough Council. As Trustee, the Council will provide the necessary resources to ensure that the charity remains a going concern. As evidenced by the Council's contributions to and management of the charity since its inception</i> |
| Disclosure of any uncertainties that make the going concern assumption doubtful; | <i>Not applicable</i> |
| Where accounts are not prepared on a going concern basis, please disclose this fact together with the basis on which the trustees prepared the accounts and the reason why the charity is not regarded as a going concern. | <i>Not applicable</i> |

1.3 Change of accounting policy

The accounts present a true and fair view and the accounting policies adopted are those outlined in notes 2 & 2.2.

| | | |
|------|-------------------------------------|------------------------|
| Yes* | <input checked="" type="checkbox"/> | * -Tick as appropriate |
| No* | <input type="checkbox"/> | |

Please disclose:

| | |
|--|-----------------------|
| (i) the nature of the change in accounting policy; | <i>Not applicable</i> |
| (ii) the reasons why applying the new accounting policy provides more reliable and more relevant information; and | <i>Not applicable</i> |
| (iii) the amount of the adjustment for each line affected in the current period, each prior period presented and the aggregate amount of the adjustment relating to periods before those presented, 3.44 FRS 102 SORP. | <i>Not applicable</i> |

1.4 Changes to accounting estimates

No changes to accounting estimates have occurred in the reporting period (3.46 FRS 102 SORP).

| | | |
|------|-------------------------------------|------------------------|
| Yes* | <input checked="" type="checkbox"/> | * -Tick as appropriate |
| No* | <input type="checkbox"/> | |

Please disclose:

| | |
|---|-----------------------|
| (i) the nature of any changes; | <i>Not applicable</i> |
| (ii) the effect of the change on income and expense or assets and liabilities for the current period; and | <i>Not applicable</i> |
| (iii) where practicable, the effect of the change in one or more future periods. | <i>Not applicable</i> |

1.5 Material prior year errors

No material prior year error have been identified in the reporting period (3.47 FRS 102 SORP).

| | | |
|------|-------------------------------------|------------------------|
| Yes* | <input checked="" type="checkbox"/> | * -Tick as appropriate |
| No* | <input type="checkbox"/> | |

Please disclose:

| | |
|---|-----------------------|
| (i) the nature of the prior period error; | <i>Not applicable</i> |
| (ii) for each prior period presented in the accounts, the amount of the correction for each account line item affected; and | <i>Not applicable</i> |
| (iii) the amount of the correction at the beginning of the earliest prior period presented in the accounts. | <i>Not applicable</i> |

Note 2 Accounting policies

Please complete this note when first reporting under FRS102. Section 35 of FRS102, requires 3 reconciliations to be presented, if all are applicable.

2.1 RECONCILIATION WITH PREVIOUS GENERALLY ACCEPTED ACCOUNTING PRACTICE

Please provide a description of the nature of each change in accounting policy

Not applicable - not first year reporting under FRS102

Reconciliation of funds per previous GAAP to funds determined under FRS 102

| | Start of period £ | End of period £ | |
|------------------------------------|-------------------------|-----------------------|--|
| Fund balances as previously stated | - | - | Not applicable - not first year reporting under FRS102 |
| <i>Adjustments:</i> | - | - | |
| Fund balance as restated | - | - | |

Reconciliation of net income/(net expenditure) per previous GAAP to net income/(net expenditure) under FRS 102

| | | End of £ | |
|--|--|-------------|--|
| Net income/(expenditure) as previously stated | | | Not applicable - not first year reporting under FRS102 |
| <i>Adjustments:</i> | | | - |
| Previous period net income/(expenditure) as restated | | | - |

Section C Notes to the accounts (cont)

Note 2 Accounting policies

2.2 INCOME

This standard list of accounting policies has been applied by the charity except for those ticked 'No' or 'N/A'. Where a different or additional policy has been adopted then this is detailed in the box below.

| | | | | |
|--|--|-------------------------------------|--------------------------|-------------------------------------|
| Recognition of income | These are included in the Statement of Financial Activities (SoFA) when: • the charity becomes entitled to the resources; • it is more likely than not that the trustees will receive the resources; and • the monetary value can be measured with sufficient reliability. | Yes | No | N/A |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Offsetting | There has been no offsetting of assets and liabilities, or income and expenses, unless required or permitted by the FRS 102 SORP or FRS 102. | Yes | No | N/A |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Grants and donations | Grants and donations are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP). In the case of performance related grants, income must only be recognised to the extent that the charity has provided the specified goods or services as entitlement to the grant only occurs when the performance related conditions are met (5.16 FRS 102 SORP). | Yes | No | N/A |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Legacies | Legacies are included in the SoFA when receipt is probable, that is, when there has been grant of probate, the executors have established that there are sufficient assets in the estate and any conditions attached to the legacy are either within the control of the charity or have been met. | Yes | No | N/A |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Government grants | The charity has not received government grants in the reporting period. | Yes | No | N/A |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tax reliefs on donations and gifts | Gift Aid receivable is included in income when there is a valid declaration from the donor. Any Gift Aid amount received on a donation is considered to be part of that gift and is treated as an addition to the same fund as the initial donation unless the donor or the terms of the appeal have specified otherwise. | Yes | No | N/A |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Contractual income and performance related grants | This is only included in the SoFA once the charity has provided the related goods or services or met the performance related conditions. | Yes | No | N/A |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Donated goods | Donated goods are measured at fair value (the amount for which the asset could be exchanged) unless impractical to do so. The cost of any stock of goods donated for distribution to beneficiaries is deemed to be the fair value of those gifts at the time of their receipt and they are recognised on receipt. In the reporting period in which the stocks are distributed, they are recognised as an expense at the carrying amount of the stocks at distribution. Donated goods for resale are measured at fair value on initial recognition, which is the expected proceeds from sale less the expected costs of sale, and recognised in 'Income from other trading activities' with the corresponding stock recognised in the balance sheet. On its sale the value of stock is charged against 'Income from other trading activities' and the proceeds from sale are also recognised as 'Income from other trading activities'. Goods donated for on-going use by the charity are recognised as tangible fixed assets and included in the SoFA as incoming resources when receivable. Gifts in kind for use by the charity are included in the SoFA as income from donations when receivable. | Yes | No | N/A |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Donated services and facilities | Donated services and facilities are included in the SoFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably. Donated services and facilities that are consumed immediately are recognised as income with an equivalent amount recognised as an expense under the appropriate heading in the SoFA. | Yes | No | N/A |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Support costs | The charity has incurred expenditure on support costs. | Yes | No | N/A |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Volunteer help | The value of any voluntary help received is not included in the accounts but is described in the trustees' annual report. | Yes | No | N/A |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Income from interest, royalties and dividends | This is included in the accounts when receipt is probable and the amount receivable can be measured reliably. | Yes | No | N/A |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Income from membership subscriptions | Membership subscriptions received in the nature of a gift are recognised in Donations and Legacies. Membership subscriptions which give a member the right to buy services or other benefits are recognised as income earned from the provision of goods and services as income from charitable activities. | Yes | No | N/A |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Settlement of insurance claims | Insurance claims are only included in the SoFA when the general income recognition criteria are met (5.10 to 5.12 FRS102 SORP) and are included as an item of other income in the SoFA. | Yes | No | N/A |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Investment gains and losses | This includes any realised or unrealised gains or losses on the sale of investments and any gain or loss resulting from revaluing investments to market value at the end of the year. | Yes | No | N/A |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

2.3 EXPENDITURE AND LIABILITIES

| | | | | |
|--|--|-------------------------------------|--------------------------|-------------------------------------|
| Liability recognition | Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out resources and the amount of the obligation can be measured with reasonable certainty. | Yes | No | N/A |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Governance and support costs | Support costs have been allocated between governance costs and other support. Governance costs comprise all costs involving public accountability of the charity and its compliance with regulation and good practice. Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, e.g. allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage. | Yes | No | N/A |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Grants with performance conditions | Where the charity gives a grant with conditions for its payment being a specific level of service or output to be provided, such grants are only recognised in the SoFA once the recipient of the grant has provided the specified service or output. | Yes | No | N/A |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Grants payable without performance conditions | Where there are no conditions attaching to the grant that enables the donor charity to realistically avoid the commitment, a liability for the full funding obligation must be recognised. | Yes | No | N/A |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Redundancy cost | The charity made no redundancy payments during the reporting period. | Yes | No | N/A |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Deferred income | No material item of deferred income has been included in the accounts. | Yes | No | N/A |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Creditors | The charity has creditors which are measured at settlement amounts less any trade discounts. | Yes | No | N/A |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Provisions for liabilities | A liability is measured on recognition at its historical cost and then subsequently measured at the best estimate of the amount required to settle the obligation at the reporting date. | Yes | No | N/A |
| | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Basic financial instruments | The charity accounts for basic financial instruments on initial recognition as per paragraph 10.7 FRS102 SORP. Subsequent measurement is as per paragraphs 11.17 to 11.19, FRS102 SORP. | Yes | No | N/A |
| | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

2.4 ASSETS

These are capitalised if they can be used for more than one year, and cost at least £10,000

They are valued at cost.

The depreciation rates and methods used are disclosed in note 9.2.

The charity has intangible fixed assets, that is, non-monetary assets that do not have physical substance but are identifiable and are controlled by the charity through custody or legal rights. The amortisation rates and methods used are disclosed in note 9.5

They are valued at cost.

The charity has heritage assets, that is, non-monetary assets with historic, artistic, scientific, technological, geophysical or environmental qualities that are held and maintained principally for their contribution to knowledge and culture. The depreciation rates and methods used as disclosed in note 9.6.1.4.

They are valued at cost.

Fixed asset investments in quoted shares, traded bonds and similar investments are valued at initially at cost, and subsequently at fair value (their market value) at the year end. The same treatment is applied to unlisted investments unless fair value cannot be measured reliably in which case it is measured at cost less impairment.

Investments held for resale or pending their sale and cash and cash equivalents with a maturity date of less than 1 year are treated as current asset investments.

Stocks held for sale as part of non-charitable trade are measured at the lower or cost or net realisable value.

Goods or services provided as part of a charitable activity are measured at net realisable value based on the service potential provided by items of stock.

Work in progress is valued at cost less any foreseeable loss that is likely to occur on the contract.

Debtors (including trade debtors and loans receivable) are measured on initial recognition at settlement amount after any trade discounts or amount advanced by the charity. Subsequently, they are measured at the cash or other consideration expected to be received.

The charity has investments which it holds for resale or pending their sale and cash and cash equivalents with a maturity date less than one year. These include cash on deposit and cash equivalents with a maturity date of less than one year held for investment purposes rather than to meet short term cash commitments as they fall due.

They are valued at fair value except where they qualify as basic financial instruments.

Accounting policy of revaluation is adopted for some tangible fixed assets (see note 14)

Agenda item number: 5
Appendix 6

Section C **Notes to the accounts** **(cont)**

Note 3 **Analysis of income**

| Analysis | | Unrestricted funds | Restricted income funds | Endowment funds | Total funds £ | Prior year £ |
|--|--|-----------------------|----------------------------|--------------------|------------------|-----------------|
| Donations and legacies: | Donations and gifts | 252,883 | - | - | 252,883 | 472,924 |
| | Gift Aid | - | - | - | - | - |
| | Legacies | - | - | - | - | - |
| | General grants provided by government/other charities | - | - | - | - | - |
| | Membership subscriptions and sponsorships which are in substance donations | - | - | - | - | - |
| | Donated goods, facilities and services | - | - | - | - | - |
| | Other | - | 541,911 | - | 541,911 | - |
| Total | | 252,883 | 541,911 | - | 794,794 | 472,924 |
| Charitable activities: | Rental income | - | 9,417 | - | 9,417 | 19,661 |
| | | - | - | - | - | - |
| | | - | - | - | - | - |
| | Other | - | - | - | - | - |
| Total | | - | 9,417 | - | 9,417 | 19,661 |
| Other trading activities: | | - | - | - | - | - |
| | | - | - | - | - | - |
| | | - | - | - | - | - |
| | Other | - | - | - | - | - |
| Total | | - | - | - | - | - |
| Income from investments: | Interest income | - | - | - | - | - |
| | Dividend income | - | - | - | - | - |
| | Rental and leasing income | - | - | - | - | - |
| | Other | - | - | - | - | - |
| Total | | - | - | - | - | - |
| Separate material item of income: | | - | - | - | - | - |
| | | - | - | - | - | - |
| | | - | - | - | - | - |
| | | - | - | - | - | - |
| Total | | - | - | - | - | - |
| Other: | Conversion of endowment funds into income | - | - | - | - | - |
| | Gain on disposal of a tangible fixed asset held for charity's own use | - | - | - | - | - |
| | Gain on disposal of a programme related investment | - | - | - | - | - |
| | Royalties from the exploitation of intellectual property rights | - | - | - | - | - |
| | Other | - | - | - | - | - |
| | Total | | - | - | - | - |
| TOTAL INCOME | | 252,883 | 551,328 | - | 804,211 | 492,585 |

Other information:

All income in the prior year was unrestricted except for: (please provide description and amounts)

£66911.93 of which rent and fees were £2,119 and £64792.9 for site development & improvements, and two grants totalling £300,000

Where any endowment fund is converted into income in the reporting period, please give the reason for the conversion.

Not applicable

Within the income items above the following items are material: (please disclose the nature, amount and any prior year amounts)

The proceeds from the sale of the groundman's cottage of £540,511 was paid over to the Council as a partial reimbursement to the rebuilding costs of the pavilion, which were in excess of £2m met by GBC

Section C **Notes to the accounts** **(cont)**

Note 4 **Analysis of receipts of government grants**

| | Description | This year £ | Last year £ |
|--------------------|----------------|----------------|----------------|
| Government grant 1 | Not applicable | - | - |
| Government grant 2 | Not applicable | - | - |
| Government grant 3 | Not applicable | - | - |
| Other | Not applicable | - | - |
| | Total | - | - |

Please provide details of any unfulfilled conditions and other contingencies attaching to grants that have been recognised in income.

| | |
|----------------|--|
| Not applicable | |
|----------------|--|

Please give details of other forms of government assistance from which the charity has directly benefited.

| |
|----------------|
| Not applicable |
|----------------|

Note 5 Donated goods, facilities and services

| | This year £ | Last year £ |
|-----------------|----------------|----------------|
| Seconded staff | - | - |
| Use of property | - | - |
| Other | 252,883 | 397,765 |
| | 252,883 | 397,765 |

Please provide details of the accounting policy for the recognition and valuation of donated goods, facilities and services.

Donated services and facilities are included in the SOFA when received at the value of the gift to the charity provided the value of the gift can be measured reliably.

Please provide details of any unfulfilled conditions and other contingencies attaching to resources from donated goods and services not recognised in income.

Not applicable

Please give details of other forms of other donated goods and services not recognised in the accounts, eg contribution of unpaid volunteers.

Not applicable

Section C **Notes to the accounts** (cont)

Note 6 **Analysis of expenditure**

| Analysis | Unrestricted | Restricted | Endowment | Total funds | Prior year |
|---|----------------|----------------|--------------|------------------|----------------|
| | funds | income | funds | | |
| | £ | £ | £ | £ | £ |
| Expenditure on raising funds: | | | | | |
| Incurring seeking donations | - | - | - | - | - |
| Incurring seeking legacies | - | - | - | - | - |
| Incurring seeking grants | - | - | - | - | - |
| Operating membership schemes and social lotteries | - | - | - | - | - |
| Staging fundraising events | - | - | - | - | - |
| Fundraising agents | - | - | - | - | - |
| Operating charity shops | - | - | - | - | - |
| Operating a trading company undertaking non-charitable trading activity | - | - | - | - | - |
| Advertising, marketing, direct mail and publicity | - | - | - | - | - |
| Start up costs incurred in generating new source of future income | - | - | - | - | - |
| Database development costs | - | - | - | - | - |
| Other trading activities | - | - | - | - | - |
| Investment management costs: | - | - | - | - | - |
| Portfolio management costs | - | - | - | - | - |
| Cost of obtaining investment advice | - | - | - | - | - |
| Investment administration costs | - | - | - | - | - |
| Intellectual property licencing costs | - | - | - | - | - |
| Rent collection, property repairs and maintenance charges | - | - | - | - | - |
| | - | - | - | - | - |
| Total expenditure on raising funds | - | - | - | - | - |
| Expenditure on charitable activities | | | | | |
| Revenue expenditure on grounds/site | 237,330 | 9,417 | 7,553 | 254,300 | 518,553 |
| Legal costs | 15,553 | - | - | 15,553 | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Total expenditure on charitable activities | 252,883 | 9,417 | 7,553 | 269,852 | 518,553 |
| Separate material item of expense | | | | | |
| | - | - | - | - | - |
| Capital expense refund to GBC on sale of cottage | - | 540,511 | - | 540,511 | - |
| Book Value of Cottage sold | - | 404,404 | - | 404,404 | - |
| Independent Examiners Fees | - | 1,400 | - | 1,400 | - |
| Total | - | 946,315 | - | 946,315 | - |
| Other | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Total other expenditure | - | - | - | - | - |
| TOTAL EXPENDITURE | 252,883 | 955,732 | 7,553 | 1,216,167 | 518,553 |

Other information:

Analysis of expenditure on charitable activities

| Activity or programme | Activities undertaken directly | Funding of activities | Support Costs | Total this year | Total prior year |
|-------------------------|--|-----------------------|---------------|-----------------|------------------|
| | £ | £ | £ | £ | £ |
| Sports Ground Provision | Grounds/site maintenance & day-to-day management | 252,888 | 16,964 | 269,852 | 518,553 |
| Other | | | | | |
| Total | | 252,888 | 16,964 | 269,852 | 518,553 |

Prior year expenditure on charitable activities can be analysed as follows:

Grounds/site maintenance & day-to-day management: £518,553.04

Within the expenditure items above the following items are material: (please disclose the nature, amount and any prior year amounts)

Pitch maintenance £0, (P/Y £59,862.10)

Section C **Notes to the accounts** **(cont)**

Note 7 **Extraordinary items**

Please explain the nature of each significant/extraordinary item occurring in the period.

| | Description | This year £ | Last year £ |
|----------------------------------|--|----------------|----------------|
| Extraordinary item 1 | Net Book Value of Cottage | 404,404 | - |
| Extraordinary item 2 | Payment to the Council of the proceeds of the sale of cottage | 540,511 | - |
| | | - | - |
| Extraordinary item 3 | The refurbishment of the toilets included in charitable expenses and received as donation from GBC | - | 79,520 |
| Extraordinary item 4 | Payment to Guildford Sports Ground management company | 174,151 | 156,000 |
| Total extraordinary items | | 1,119,066 | 235,520 |

Section C **Notes to the accounts**

Note 8 **Funds received as agent**

8.1 Please complete this note if the charity has agreed to administer the funds of another entity as its agent. Note: If a charity is acting as an agent, it should not recognise the income in the Statement of Financial Activities or the Balance Sheet.

| Description/name of party | Related party (Yes or No) | Amount received | | Amount paid out | | Balance held at period end | |
|---------------------------|---------------------------|-----------------|-----------|-----------------|-----------|----------------------------|-----------|
| | | This year | Last year | This year | Last year | This year | Last year |
| | | £ | £ | £ | £ | £ | £ |
| Not applicable | | - | - | - | - | - | - |
| Not applicable | | - | - | - | - | - | - |
| Not applicable | | - | - | - | - | - | - |
| Not applicable | | - | - | - | - | - | - |
| Not applicable | | - | - | - | - | - | - |
| Total | | - | - | - | - | - | - |

8.2 Where a consortia or similar arrangement exists whereby 2 or more charities co-operate to achieve economies in the purchase of goods or services, please disclose details of any balances outstanding between any participating members.

| Description/name of party | Balance held at period end | |
|---------------------------|----------------------------|-----------|
| | This year | Last year |
| | £ | £ |
| Not applicable | - | - |
| Total | | - |

Section C Notes to the accounts

Note 9 Support Costs

Please complete this note if the charity has analysed its expenses using activity categories and has support costs.

| Support cost | Raising funds £ | Activity 1 Sports ground provision £ | Activity 2 £ | Activity 3 £ | Grand total £ | Basis of allocation |
|---|--------------------|---|-----------------|-----------------|------------------|--------------------------------------|
| | | | | | | (Describe method) |
| Property related (Engineers, Surveyors etc) | - | - | | - | - | Timesheet records of work undertaken |
| Admin (Paymaster services) | - | 1,412 | | - | 1,412 | Number of transactions / FTEs |
| Legal support | - | 15,553 | | - | 15,553 | Actual expenditure |
| | - | - | | - | - | |
| Other | - | - | | - | - | FTEs |
| Total | - | 16,964 | | - | 16,964 | |

Please provide details of the accounting policy adopted for the apportionment of costs between activities and any estimation techniques used to calculate their apportionment.

Not applicable (one activity only)

Section C **Notes to the accounts**

Note 10 **Details of certain items of expenditure**

10.1 Fees for examination of the accounts

Please provide details of the amount paid for any statutory external scrutiny of accounts and other services provided by your independent examiner. If nothing was paid please enter '0' in the appropriate box(es).

| | This year £ | Last year £ |
|---|------------------------|------------------------|
| Independent examiner's fees | 1400 | 700 |
| Assurance services other than audit or independent examination | 0 | 0 |
| Tax advisory fees | 0 | 0 |
| Other fees (for example: financial advice, consultancy, accountancy services) paid to the independent examiner | 0 | 0 |

*The amount of £540 accounted for in 2017-18 was in respect of the independent review of the 2016-17 accounts.

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Section C **Notes to the accounts** **(cont)**

Note 11 **Paid employees**
Please complete this note if the charity has any employees.

11.1 Staff Costs

| | This year £ | Last year £ |
|---|----------------|----------------|
| Salaries and wages | - | - |
| Social security costs | - | - |
| Pension costs (defined contribution scheme) | | |
| Other employee benefits | - | - |
| Total staff costs | - | - |

Please provide details of expenditure on staff working for the charity whose contracts are with and are paid by a related party

The charity does not directly employ any staff

Please give details of the number of employees whose total employee benefits (excluding employer pension costs) fell within each band of £10,000 from £60,000 upwards. If there are no such transactions, please enter 'true' in the box provided.

No employees received employee benefits (excluding employer pension costs) for the reporting period of more than £60,000

The charity does not directly employ any staff

| Band | Number of employees |
|----------------------|---------------------|
| £60,000 to £69,999 | |
| £70,000 to £79,999 | |
| £80,000 to £89,999 | |
| £90,000 to £99,999 | |
| £100,000 to £109,999 | |
| | |
| | |

Please provide the total amount paid to

The charity does not directly employ any staff

11.2 Average head count in the year

| | This year Number | Last year Number |
|--|---------------------|---------------------|
| The parts of the charity in which the employees work | | |
| Fundraising | - | - |
| Charitable Activities | - | - |
| Governance | - | - |
| Other | - | - |
| Total | - | - |

11.3 Ex-gratia payments to employees and others (excluding trustees)

Please complete if an ex-gratia payment is made.

Please explain the nature of the payment

N/A

Please state the legal authority or reason for making the payment

N/A

Please state the amount of the payment (or value of any waiver of a right to an asset)

N/A

11.4 Redundancy payments

Please complete if any redundancy or termination payment is made in the period.

Total amount of payment

N/A

The nature of the payment (cash, asset etc.)

N/A

The extent of redundancy funding at the balance sheet date

N/A

Please state the accounting policy for any redundancy or termination payments

N/A

Section C **Notes to the accounts** **(cont)**

Note 12 **Defined contribution pension scheme or defined benefit scheme accounted for as a defined contribution scheme.**

12.1 Please complete this note if a defined contribution pension scheme is operated.

| | |
|---|----------------|
| Amount of contributions recognised in the SOFA as an expense | Not applicable |
| Please explain the basis for allocating the liability and expense of defined contribution pension scheme between activities and between restricted and unrestricted funds. | Not applicable |

12.2 Please complete this section where the charity participates in a defined benefit pension plan but is unable to ascertain its share of the underlying assets and liabilities.

| | |
|--|----------------|
| Please confirm that although the scheme is accounted for as a defined contribution plan, it is a defined benefit plan. | Not applicable |
| Please provide such information as is available about the plan's surplus or deficit and the implications, if any, for the reporting charity | Not applicable |

12.3 Please complete this section where the charity participates in a multi-employer defined benefit pension plan that is accounted for as a defined contribution plan.

| | |
|---|--|
| Describe the extent to which the charity can be liable to the plan for other entities' obligations under the terms and conditions of the multi-employer plan | |
|---|--|

Section C **Notes to the accounts** **(cont)**

Note 13 Grantmaking

Please complete this note if the charity made any grants or donations which in aggregate form a material part of the charitable activities undertaken.

13.1 Analysis of grants paid (included in cost of charitable activities)

| Analysis | Grants to institutions | Grants to individuals | Support costs | Total |
|-----------------------|------------------------|-----------------------|---------------|-------|
| Activity or project 1 | Not applicable | Not applicable | £ | £ |
| Activity or project 2 | Not applicable | Not applicable | - | - |
| Activity or project 3 | Not applicable | Not applicable | - | - |
| Activity or project 4 | Not applicable | Not applicable | - | - |
| Total | - | - | - | - |

Please enter "Nil" if the charity does not identify and/or allocate support costs.

13.2 Grants made to institutions

My charity has made grants to particular institutions that are material in the context of its grantmaking. Details of the institution supported, purpose of the grant and total paid to each institution is available on the charity's web site.

| | |
|-----|---|
| Yes | <i>Please provide details of charity's URL.</i> |
| No | <i>Provide details below</i> |

| Names of institution | Purpose | Total amount of grants paid £ |
|---|---------|-------------------------------|
| | | - |
| | | - |
| | | - |
| | | - |
| | | - |
| | | - |
| | | - |
| | | - |
| | | - |
| | | - |
| | | - |
| Total grants to institutions in reporting period | | - |
| Other unanalysed grants | | - |
| TOTAL GRANTS PAID | | - |

Section C Notes to the accounts (cont)

Note 14 Tangible fixed assets
Please complete this note if the charity has any tangible fixed assets

14.1 Cost or valuation

| | Freehold land & buildings | Other land & buildings | Plant, machinery and motor vehicles | Fixtures, fittings and equipment | Total | |
|------------------------------|---------------------------|------------------------|-------------------------------------|----------------------------------|-----------|--------------------|
| | £ | £ | £ | £ | £ | |
| At the beginning of the year | 3,011,644 | - | - | - | 3,011,644 | 2018/19 Total Bfwd |
| Additions | - | - | - | - | - | |
| Revaluations | 16,354 | - | - | - | 16,354 | |
| Disposals | - 465,000 | - | - | - | - 465,000 | |
| Transfers * | - | - | - | - | - | |
| At end of the year | 2,562,998 | - | - | - | 2,562,998 | |

14.2 Depreciation and impairments

| **Basis | SL | SL | SL | SL | SL | Straight Line ("SL") or Reducing Balance ("RB") |
|--------------------------|--------|----|----|--------|--------|---|
| ** Rate | | | | | | |
| At beginning of the year | 76,560 | - | - | 13,249 | 89,809 | |
| Disposals | - | - | - | 60,596 | 60,596 | |
| Depreciation | 3,766 | - | - | 3,787 | 7,553 | |
| Impairment | - | - | - | - | - | |
| Transfers* | - | - | - | - | - | |
| At end of the year | 80,325 | - | - | 43,560 | 36,765 | |

14.3 Net book value

| | | | | | |
|---|-----------|---|---|--------|-----------|
| Net book value at the beginning of the year | 2,935,084 | - | - | 13,249 | 2,921,835 |
| Net book value at the end of the year | 2,482,673 | - | - | 43,560 | 2,526,233 |

14.4 Impairment

Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.

| |
|----------------|
| Not applicable |
|----------------|

14.5 Revaluation

If an accounting policy of revaluation is adopted, please provide:

| | |
|---|--|
| the effective date of the revaluation | Property assets are revalued with sufficient regularity to ensure that their carrying amount is not materially different from their fair value at year-end, but as a minimum every five years. |
| the name of independent valuer, if applicable | Property valuations were undertaken by either Vail Williams or the District Valuer appointed by the Trustee. |
| the methods applied and significant assumptions | For property assets occupied and used in the delivery of services the basis of valuation is current value in existing use (EUV). |
| the carrying amount that would have been recognised had the assets been carried under the cost model. | £2,474,926 |

14.6 Other disclosures

| | |
|---|----------------|
| (i) Please state the amount of borrowing costs, if any, capitalised in the construction of tangible fixed assets and the capitalisation rate used. | Not applicable |
| (ii) Please provide the amount of contractual commitments for the acquisition of tangible fixed assets. | £0 |
| (iii) Details of the existence and carrying amounts of property, plant and equipment to which the charity has restricted title or that are pledged as security for liabilities. | Not applicable |

* The "transfers" row is for movements between fixed asset categories.

** Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual deduction.

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Appendix 6

Section C **Notes to the accounts**

Note 15 Intangible assets
Please complete this note if the charity has any intangible assets

15.1 Cost or valuation

| | Research & development | Patents and trademarks | Other | Total |
|--------------------------|------------------------|------------------------|-------|-------|
| | £ | £ | £ | £ |
| At beginning of the year | - | - | - | - |
| Additions | - | - | - | - |
| Disposals | - | - | - | - |
| Revaluations | - | - | - | - |
| Transfers * | - | - | - | - |
| At end of the year | - | - | - | - |

15.2 Amortisation and impairments

| **Basis | SL or RB | SL or RB | SL or RB | SL or RB | Straight Line ("SL") or Reducing Balance ("RB") |
|--------------------------|----------|----------|----------|----------|---|
| ** Rate | | | | | |
| At beginning of the year | - | - | - | - | - |
| Disposals | - | - | - | - | - |
| Amortisation | - | - | - | - | - |
| Impairment | - | - | - | - | - |
| Transfers* | - | - | - | - | - |
| At end of year | - | - | - | - | - |

15.3 Net book value

| | | | | |
|---|---|---|---|---|
| Nat book value at the beginning of the year | - | - | - | - |
| Net book value at the end of the year | - | - | - | - |

15.4 Accounting policy

Please disclose the accounting policy for intangible fixed assets including:

Reasons for choosing amortisation rates

Policies for the recognition of any capital development

| |
|--|
| |
|--|

15.5 Impairment

Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.

| |
|--|
| |
|--|

15.6 Revaluation

If an accounting policy of revaluation is adopted, please provide:

the effective date of the revaluation

the name of independent valuer, if applicable

the methods applied

the carrying amount that would have been recognised had the assets been carried under the cost model.

| |
|--|
| |
| |
| |
| |

15.7 Other disclosures

(i) If your intangible asset was acquired by way of grant, provide value on initial recognition and carrying amount of the asset.

(ii) Details of the carrying amounts of any intangible assets to which the charity has restricted title or that are pledged as security for liabilities.

(iii) Please provide the amount of contractual commitments for the acquisition of intangible assets.

(iv) State the amount of research and development expenditure recognised as expenditure in the year.

(vi) Please detail the headings in the SOFA in which a charge for amortisation of intangible assets is included.

(vii) For any material intangible assets, please provide a description, its carrying amount and any remaining amortisation period.

| |
|--|
| |
| |
| |
| |
| |
| |

* The "transfers" row is for movements between fixed asset categories.

** Please indicate the method of depreciation by deleting the method not applicable (SL = straight line; RB = reducing balance). Also please indicate the rate of depreciation: for straight line, what is the anticipated life of the asset (in years); for reducing balance, what is the percentage annual

Section C Notes to the accounts (cont)

Note 16 Heritage assets

Please complete this note if the charity has heritage assets

16.1 General disclosures for all charities holding heritage assets

(i) Explain the nature and scale of heritage assets held.

| |
|--|
| |
|--|

(ii) Explain the policy for the acquisition, preservation, management and disposal of heritage assets.

| |
|--|
| |
|--|

16.2 Cost or valuation

| | Heritage asset 1 £ | Heritage asset 2 £ | Heritage asset 3 £ | Heritage asset 4 £ | Total £ |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|------------|
| At beginning of the year | - | - | - | - | - |
| Additions | - | - | - | - | - |
| Disposals | - | - | - | - | - |
| Revaluations | - | - | - | - | - |
| Transfers * | - | - | - | - | - |
| At end of the year | - | - | - | - | - |

16.3 Depreciation and impairments

| **Basis | | | | | | Straight Line ("SL") or Reducing Balance |
|---------|--|--|--|--|--|--|
| **Rate | | | | | | |

| | | | | | |
|--------------------------|---|---|---|---|---|
| At beginning of the year | - | - | - | - | - |
| Disposals | - | - | - | - | - |
| Depreciation | - | - | - | - | - |
| Impairment | - | - | - | - | - |
| Transfers* | - | - | - | - | - |
| At end of year | - | - | - | - | - |

16.4 Net book value

| | | | | | |
|---|---|---|---|---|---|
| Net book value at the beginning of the year | - | - | - | - | - |
| Net book value at the end of the year | - | - | - | - | - |

16.5 Impairment

Please provide a description of the events and circumstances that led to the recognition or reversal of an impairment loss.

| |
|--|
| |
|--|

16.6 Revaluation

If an accounting policy of revaluation is adopted, please provide:

| | |
|---|--|
| the effective date of the revaluation | |
| the name of independent valuer, if applicable | |
| qualifications of independent valuer | |
| the methods applied and significant assumptions | |
| any significant limitations on the valuation | |

16.7 Analysis of heritage assets by class or group distinguishing those at cost and those at valuation

| | At valuation Group A £ | At cost Group B £ | Total £ |
|--|------------------------------|-------------------------|------------|
| Carrying amount at the beginning of the period | - | - | - |
| Additions | - | - | - |
| Disposals | - | - | - |
| Depreciation/impairment | - | - | - |
| Revaluation | - | - | - |
| Carrying amount at the end of period | - | - | - |

16.8 Heritage assets (where heritage assets are not recognised on the balance sheet)

(i) Explain the reason why heritage assets have not been recognised on the balance sheet.

| |
|--|
| |
|--|

(ii) Describe the significance and nature of heritage assets.

| |
|--|
| |
|--|

(iii) Disclose information that is helpful in assessing the value of heritage assets.

| |
|--|
| |
|--|

(iv) Explain the reason why it is not practicable to obtain a valuation of heritage assets.

| |
|--|
| |
|--|

16.9 Five year summary of heritage assets transactions

| | 2015 £ | 2014 £ | 2013 £ | 2012 £ | 2011 £ |
|------------------------------------|-----------|-----------|-----------|-----------|-----------|
| Purchases | | | | | |
| Group A | - | - | - | - | - |
| Group B | - | - | - | - | - |
| Group C | - | - | - | - | - |
| Other | - | - | - | - | - |
| Donations | | | | | |
| Group A | - | - | - | - | - |
| Group B | - | - | - | - | - |
| Group C | - | - | - | - | - |
| Other | - | - | - | - | - |
| Total additions | - | - | - | - | - |
| Charge for impairment | | | | | |
| Group A | - | - | - | - | - |
| Group B | - | - | - | - | - |
| Group C | - | - | - | - | - |
| Other | - | - | - | - | - |
| Total charge for impairment | - | - | - | - | - |
| Disposals | | | | | |
| Group A - carrying amount | - | - | - | - | - |
| Group B - carrying amount | - | - | - | - | - |
| Group C | - | - | - | - | - |
| Other | - | - | - | - | - |
| Total disposals | - | - | - | - | - |

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Section C Notes to the accounts (cont)

Note 17 Investment assets

Please complete this note if the charity has any investment assets.

17.1 Fixed assets investments (please provide for each class of investment)

| | Cash & cash equivalents | Listed investments | Investment properties | Social investments | Other | Total |
|--|-------------------------|--------------------|-----------------------|--------------------|-------|-------|
| Carrying (fair) value at beginning of period | - | - | - | - | - | - |
| Add: additions to investments during period* | - | - | - | - | - | - |
| Less: disposals at carrying value | - | - | - | - | - | - |
| Less: impairments | - | - | - | - | - | - |
| Add: Reversal of impairments | - | - | - | - | - | - |
| Add(deduct): transfer in(out) in the period | - | - | - | - | - | - |
| Add(deduct): net gain(loss) on revaluation | - | - | - | - | - | - |
| Carrying (fair) value at end of year | - | - | - | - | - | - |

*Please specify additions resulting from acquisitions through business combinations, if any.

Please note that Fair Value in this context is the amount for which an asset could be exchanged between knowledgeable and willing parties in an arm's length transaction. For traded securities, the fair value is the value of the security quoted on the London Stock Exchange Daily Official List or equivalent. For other assets where there is no market price on a traded market, it is the trustees' or valuers' best estimate of fair value.

17.2 Please provide a breakdown of investments shown above agreeing with the balance sheet row B04 differentiating between those held at fair value and those held at cost less impairment.

Analysis of investments

| | Fair value at year end | Cost less impairment |
|---|------------------------|----------------------|
| | £ | £ |
| Cash or cash equivalents | - | - |
| Listed investments | - | - |
| Investment properties | - | - |
| Social investments | - | - |
| Other investments | - | - |
| Total | - | - |
| Grand total (Fair value at year end+Cost less impairment) | - | - |

17.3 If your charity holds investment properties, please complete the following note:

- (i) Explain the methods and significant assumptions in determining the fair value of investment property held by the charity
- (ii) Name or independent valuer, if applicable, and relevant qualifications
- (iii) Provide details of any restrictions on the ability to realise investment property or on the remittance of income or disposal proceeds
- (iv) Explain any contractual obligations for the purchase, construction or development of investment property or for repairs, maintenance or enhancements

17.4 Please provide a breakdown of current asset investments, if applicable, agreeing with the balance sheet.

Analysis of current asset investments

| | This year | Last year |
|--------------------------|-----------|-----------|
| | £ | £ |
| Cash or cash equivalents | - | - |
| Listed investments | - | - |
| Investment properties | - | - |
| Social investments | - | - |
| Other investments | - | - |
| Total | - | - |

17.5 Guarantees

Please provide details and amount of any guarantee made to or on behalf of a third party

Name of the entity or entities benefiting from those guarantees

Please explain how the guarantee furthers the charity's aims

17.6 Concessionary loans

| Description | This year £ | Last year £ |
|---|-------------|-------------|
| Amount of concessionary loans made (Multiple loans made may be disclosed in aggregate provided that such aggregation does not obscure significant information). | | |
| Total | | |

| Description | This year £ | Last year £ |
|---|-------------|-------------|
| Amount of concessionary loans received (Multiple loans received may be disclosed in aggregate provided that such aggregation does not obscure significant information). | | |
| Total | | |

Terms and conditions eg interest rate, security provided

Value of any concessionary loans which have been committed but not taken up at the reporting date

Amounts payable within 1 year

Amounts payable after more than 1 year

Amounts receivable within 1 year

Amounts receivable after more than 1 year

17.7 Additional information

Please provide information about the significance of investments to the charity's financial position or performance eg. terms and conditions of loans or the use of hedging to manage financial risk.

For all investments measured at fair value, the basis for determining the value, including any assumptions applied when using a valuation technique.

Where a charity has provided financial assets as a form of security, the carrying amount of the financial asset pledged as security and the terms and conditions relating to its pledge.

Section C **Notes to the accounts** **(cont)**

Note 18 **Stocks**

Please complete this note if the charity holds any stock items

18.1 Please state the carrying amount of stock and work in progress analysed between activities.

| | Stock | | Donated goods | | Work in progress |
|----------------------------------|------------------|------------|------------------|------------|------------------|
| | For distribution | For resale | For distribution | For resale | |
| | £ | £ | £ | £ | |
| Charitable activities: | | | | | |
| <i>Opening</i> | - | - | - | - | - |
| <i>Added in period</i> | - | - | - | - | - |
| <i>Expensed in period</i> | - | - | - | - | - |
| <i>Impaired</i> | - | - | - | - | - |
| <i>Closing</i> | - | - | - | - | - |
| Other trading activities: | | | | | |
| <i>Opening</i> | - | - | - | - | - |
| <i>Added in period</i> | - | - | - | - | - |
| <i>Expensed in period</i> | - | - | - | - | - |
| <i>Impaired</i> | - | - | - | - | - |
| <i>Closing</i> | - | - | - | - | - |
| Other: | | | | | |
| <i>Opening</i> | - | - | - | - | - |
| <i>Added in period</i> | - | - | - | - | - |
| <i>Expensed in period</i> | - | - | - | - | - |
| <i>Impaired</i> | - | - | - | - | - |
| <i>Closing</i> | - | - | - | - | - |
| Total this year | - | - | - | - | - |
| Total previous year | - | - | - | - | - |

18.2 Please specify the carrying amount of any stocks pledged as security for liabilities

Section C

Notes to the accounts

(cont)

Note 19 Debtors and prepayments

Please complete this note if the charity has any debtors or prepayments.

19.1 Analysis of debtors

Trade debtors

Prepayments and accrued income

Other debtors

Total

| This year | Last year |
|------------------|------------------|
| £ | £ |
| 1,400 | 700.0 |
| - | - |
| | |
| 1,400 | 700 |

Please complete 19.2 where a material debtor is recoverable more than a year after the reporting date.

19.2 Analysis of debtors recoverable in more than 1 year (included in debtors above)

Trade debtors

Prepayments and accrued income

Other debtors

Total

| This year | Last year |
|------------------|------------------|
| £ | £ |
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |

Section C **Notes to the accounts** **(cont)**

Note 20 **Creditors and accruals**

Please complete this note if the charity has any creditors or accruals.

20.1 Analysis of creditors

| | Amounts falling due within one year | | Amounts falling due after more than one year | |
|--|-------------------------------------|----------------|--|----------------|
| | This year £ | Last year £ | This year £ | Last year £ |
| Accruals for grants payable | - | - | - | - |
| Bank loans and overdrafts | - | - | - | - |
| Trade creditors | - | - | - | - |
| Payments received on account for contracts or performance-related grants | - | - | - | - |
| Accruals and deferred income | 1,400 | 700 | - | - |
| Taxation and social security | - | - | - | - |
| Other creditors | - | - | - | - |
| Total | 1,400 | 700 | - | - |

20.2 Deferred income

Please complete this note if the charity has deferred income.

Please explain the reasons why income is deferred.

Not applicable

Movement in deferred income account

| | This year £ | Last year £ |
|--|----------------|----------------|
| Balance at the start of the reporting period | - | - |
| Amounts added in current period | - | - |
| Amounts released to income from previous periods | - | - |
| Balance at the end of the reporting period | - | - |

Section C

Notes to the accounts

(cont)

Note 21 Provisions for liabilities and charges

Please complete this note if you have included in charity expenditure any provisions. A provision is made when the charity has a liability of uncertain timing or amount.

21.1 Please provide:

- a brief description of any obligations on the balance sheet and the expected amount and timing of resulting payments;
- an indication of the uncertainties about the amount or timing of those outflows; and
- the amount of any expected reimbursement, stating the amount of any asset that has been recognised for that expected reimbursement.

| |
|----------------|
| Not applicable |
| Not applicable |
| Not applicable |

21.2 Movements in recognised provisions and funding commitment during the period

- Balance at the start of the reporting period
- Amounts added in current period
- Amounts charged against the provision in the current period
- Unused amounts reversed during the period
- Balance at the end of the reporting period

| This year £ | Last year £ |
|----------------|----------------|
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |

- 21.3 For any funding commitment that is not recognised as a liability or provision, provide details of commitment made, the time frame of that commitment, any performance-related conditions and details of how the commitment will be funded (with contracts for capital expenditure separately identified).

| |
|----------------|
| Not applicable |
|----------------|

- 21.4 Where unrestricted funds have been designated to a fund commitment, please disclose the nature of any amounts designated and the likely timing of that expenditure.

| |
|----------------|
| Not applicable |
|----------------|

Section C **Notes to the accounts** **(cont)**

Note 22 Other disclosures for debtors, creditors and other basic financial instruments

22.1 Please provide information about the significance of financial instruments (eg. debtors, creditors, investments etc) to the charity's financial position or performance, for example, the terms and conditions of loans or the use of hedging to manage financial risk.

Not applicable

22.2 If the charity has provided financial assets as a form of security, the carrying amount of the financial assets pledged as security and the terms and conditions related to its pledge should be given here.

Not applicable

| | | |
|------------------|------------------------------|---------------|
| Section C | Notes to the accounts | (cont) |
|------------------|------------------------------|---------------|

Note 23 Contingent liabilities and contingent assets

23.1 Contingent liabilities

Where the charity has contingent liabilities, please complete the following section unless the possibility of their existence is remote.

| Description of item including its legal nature. Please describe any security provided in connection to the liability. | Estimate of financial effect |
|---|------------------------------|
| | |

23.2 Contingent assets

Where the charity has contingent assets, please complete the following section when their existence is probable

| Description of item | Estimate of financial effect |
|---------------------|------------------------------|
| Not applicable | |

23.4 Other disclosures for contingent assets and/or liabilities

Please provide the following information where practicable:

Explain any uncertainties relating to the amount or timing of settlement; and the possibility of any reimbursement

| |
|--|
| |
|--|

Where it is not practical to make one or more of these disclosures, please state this fact

| |
|--|
| |
|--|

Note 24 **Cash at bank and in hand**

Short term cash investments (less than 3 months maturity date)
Short term deposits
Cash at bank and on hand
Other
Total

| This year £ | Last year £ |
|------------------------|------------------------|
| - | - |
| - | - |
| - | - |
| - | - |
| - | - |

Note 25 Fair value of assets and liabilities

25.1 Please provide details of the charity's exposure to credit risk (the risk of incurring a loss due to a debtor not paying what is owed) , liquidity risk (the risk of not being able to meet short term financial demands) and market risk (the risk that the value of an investment will fall due to changes in the market) arising from financial instruments to which the charity is exposed at the end of the reporting period and explain how the charity manages those risks.

Not applicable

25.2 Please give details of the amount of change in the fair value of basic financial instruments (debtors, creditors, investments (see section 11, FRS 102 SORP)) measured at fair value through the SoFA that is attributable to changes in credit risk.

Not applicable

Section C **Notes to the accounts** **(cont)**

Note 26 **Events after the end of the reporting period**

Please complete this note if events (not requiring adjustment to the accounts) have occurred after the end of the reporting period but before the accounts are authorised which relate to conditions that arose after the end of the reporting period.

Please provide details of the nature of the event

COVID 19 and the resultant lockdowns has had a significant impact on the Charities trading income, However the Sole Trustee continues to fully support the Charity and the management company (of which the sole trustee is part of) is looking at further opportunities to increase income and become self sufficient

Provide an estimate of the financial effect of the event or a statement that such an estimate cannot be made

Not applicable

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Section C **Notes to the accounts** **(cont)**

Note 27 **Charity funds**

27.1 Details of material funds held and movements during the CURRENT reporting period

Please give details of the movements of material individual funds in the reporting period together with a balancing figure for 'Other funds'. The 'Total funds' figure below should reconcile to 'Total funds' in the balance sheet.

* Key: PE - permanent endowment funds; EE - expendible endowment funds; R - restricted income funds, including special trusts, of the charity; and U - unrestricted funds

| Fund names | Type PE, EE R or UR * | Purpose and Restrictions | Fund balances brought forward £ | Income £ | Expenditure £ | Transfers £ | Gains and losses £ | Fund balances carried forward £ |
|--------------------|--------------------------|--|---|-------------|------------------|----------------|--------------------------|---|
| Endowment Fund | PE | To further the welfare of the inhabitants of the Borough of Guildford and to be used for outdoor recreation. | 2,921,836 | - | 7,553 | 404,404 | - | 2,509,880 |
| | | | | - | - | - | - | - |
| Other funds | N/a | N/a | - | - | - | - | - | - |
| Total Funds | | | 2,921,836 | - | 7,553 | 404,404 | - | 2,509,880 |

Section C **Notes to the accounts** **(cont)**

Note 27 **Charity funds (cont)**

27.3 Transfers between funds

| | Reason for transfer and where endowment is converted to income, legal power for its conversion | Amount |
|---|---|---------------|
| Between unrestricted and restricted funds | Not applicable | |
| Between endowment and restricted funds | Transfer from restricted income to endowment fund in respect of donated income to be used to create/enhance an endowed fixed asset. | -404,404 |
| Between endowment and unrestricted funds | Not applicable | |

27.4 Designated funds

| Planned use | Purpose of the designation | Amount |
|--------------------|-----------------------------------|---------------|
| Not applicable | | |

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Note 28 Transactions with trustees and related parties

If the charity has any transactions with related parties (other than the trustee expenses explained in guidance notes) details of such transactions should be provided in this note. If there are no transactions to report, please enter "True" in the box or "False" if there are transactions to report.

28.1 Trustee remuneration and benefits

None of the trustees have been paid any remuneration or received any other benefits from an employment with their charity or a related entity (True or False)

TRUE

In the period the charity has paid trustees remuneration and benefits. Please give the amount of, and legal authority for, any remuneration or other benefits paid to a trustee by the charity or any institution or company connected with it.

| Name of trustee | Legal authority (eg order, governing document) | Amounts paid or benefit value | | | | |
|-----------------|--|-------------------------------|----------------------|---|-----------|-------|
| | | This year | | | Last year | |
| | | Remuneration | Pension contribution | Redundancy (including loss of office)/ex gratia | Other | TOTAL |
| | | | | | | |
| | | £ | £ | | £ | £ |
| | | | | | | |

Please give details of why remuneration or other employment benefits were paid.

Where an ex gratia payment has been made to a trustee, provide an explanation of the nature of the payment.

28.2 Trustees' expenses

If the charity has paid trustees expenses for fulfilling their duties, details of such transactions should be provided in this note. If there are no transactions to report, please enter "True" in the box below. If there are transactions to report, please enter "False".

No trustee expenses have been incurred (True or False)

TRUE

| Type of expenses reimbursed | This year | Last year |
|-----------------------------|-----------|-----------|
| | £ | £ |
| Travel | | |
| Subsistence | | |
| Accommodation | | |
| Other (please specify): | | |
| | | |
| TOTAL | | |

Please provide the number of trustees reimbursed for expenses or who had expenses paid by the charity

28.3 Transaction(s) with related parties

Please give details of any transaction undertaken by (or on behalf of) the charity in which a related party has a material interest, including where funds have been held as agent for related parties. If there are no such transactions, please enter 'true' in the box provided.

There have been no related party transactions in the reporting period (True or False)

FALSE

| Name of the trustee or related party | Relationship to charity | Description of the transaction(s) | Amount | Balance at period end | Provision for bad debts at period end | Amounts written off during reporting period |
|--------------------------------------|-------------------------|--|---------|-----------------------|---------------------------------------|---|
| | | | £ | £ | £ | £ |
| Guildford Borough Council | Sole Trustee | All transactions of the charity are managed by the Council and the Council has typically provided the majority of the charity's funding. | 252,883 | 0 | 0 | 0 |
| | | | | | | |

In relation to the transactions above, please provide the terms and conditions, including any security and the nature of any payment (consideration) to be provided in settlement.

In its role as Sole Trustee the Council provides the necessary resources to enable the charity to fulfil its objectives. These objectives align with those of the Council in respect of the provision of recreational facilities to further the welfare of the inhabitants of the Borough of Guildford. Funding is provided by the Council to the charity on the basis that these mutually conducive objectives are delivered.

For any related party, please provide details of any guarantees given or received.

Not applicable

Section C **Notes to the accounts** **(cont)**

Note 29 **Additional Disclosures**

The following are significant matters which are not covered in other notes and need to be included to provide a proper understanding of the accounts. If there is insufficient room here, please add a separate sheet.

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GUIDANCE

Public benefit: reporting (PB3)



Contents

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Part 1: About this guide

Legal requirement: this guide explains the duty that charity trustees must report on how they have carried out their charity's purposes for the public benefit.

This guide is relevant to you if you are a trustee of a registered charity. It will also be of interest to you if you are thinking of applying to the Charity Commission to register a charity, so that you understand the duty to report on public benefit following registration.

Other public benefit guidance

This guide is part of the commission's set of 3 public benefit guides.

Issues relating to whether your organisation's purposes are charitable and carrying out those purposes in the context of running a charity are dealt with in other public benefit guides:

- **Public benefit: the public benefit requirement** (PB1) - This guide explains the public benefit requirement. This requirement affects whether or not an organisation is a charity
- **Public benefit: running a charity** (PB2) – This guide explains public benefit in the context of running a charity

For more on the commission's public benefit guides see:

- **Public benefit: an overview**

Having regard to commission guidance

Legal requirement: the Charities Act says that charity trustees must 'have regard' to the commission's public benefit guidance 'when exercising any powers or duties to which the guidance is relevant'.

Legal requirement: the Charities (Accounts and Reports) Regulations 2008 requires charity trustees to include a statement in their trustees' annual report as to whether they have complied with that duty.

'Having regard' to the commission's public benefit guidance means charity trustees should be able to show that:

- they are aware of the guidance
- they have taken it into account when making a decision to which the guidance is relevant
- if they have decided to depart from the guidance, they have good reasons for doing so

References to other guidance

In some places in this guide links are provided to other relevant guidance to which readers of this guide may find it helpful to refer.

Where that other guidance does not form part of the commission's set of public benefit guides, and so is not guidance to which charity trustees must 'have regard', it says so.

The law relating to public benefit

The commission's public benefit guidance is not the law on public benefit. The law on public benefit is contained in charities' legislation and decisions of the courts.

The commission's public benefit guidance is high level general guidance, written for charity trustees, to explain what the law says on public benefit and how it interprets and applies that law.

The commission make decisions about public benefit in individual cases based on the law as it applies to the facts of the particular case, and not on this high level guidance. This is because its general guidance cannot cover all the complexities of the law relating to public benefit.

For more information about the commission's view of what the law says on public benefit see:

- **Analysis of the law relating to public benefit**

This analysis of the law may be of interest to charity trustees who wish to know more about the legal basis of commission guidance. However, it does not form part of the commission's set of public benefit guides, and so is not, as such, guidance to which charity trustees must have regard.

Use of 'must' and 'should'

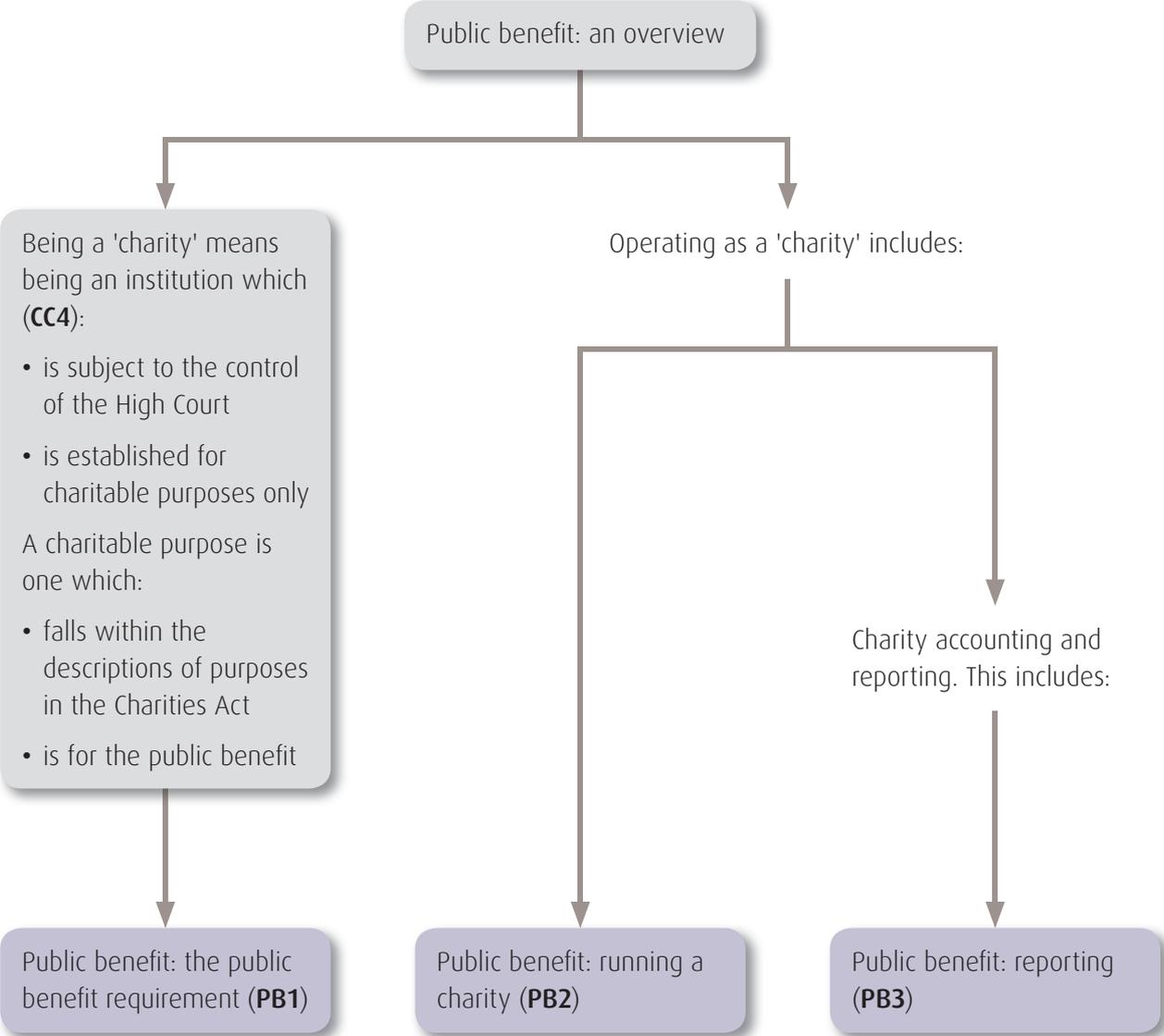
The word 'must' is used where there is a specific legal or regulatory requirement that you must comply with. 'Should' is used for minimum good practice guidance you should follow unless there's a good reason not to.

The commission also offer less formal advice and recommendations that trustees may find helpful in the management of their charity.

The public benefit framework

The following chart shows you where reporting on public benefit sits in the overall framework of what it means for your organisation to be a charity, to operate as a charity and to report on your charity's work.

Public benefit framework



Part 2: The requirement to report on public benefit

Legal requirement: trustees of registered charities must report each year in their trustees' annual report on how they have carried out their charity's purposes for the public benefit.

This requirement is set out in the Charities (Accounts and Reports) Regulations 2008 (see Annex A).

The public benefit reporting requirement for smaller charities

'Smaller charities' are registered charities below the audit threshold where gross income does not exceed £500,000.

Legal requirement: trustees of smaller registered charities must report on public benefit by:

- including a brief summary setting out the main activities undertaken by the charity to carry out its charitable purposes for the public benefit
- including a statement as to whether they have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant

The public benefit reporting requirement for larger charities

'Larger charities' are registered charities above the audit threshold where gross income exceeds £500,000.

Legal requirement: trustees of larger registered charities must report on public benefit by:

- providing a review in the trustees' annual report of the significant activities undertaken by the charity to carry out its charitable purposes for the public benefit
- providing details of purposes and objectives
- providing details of strategies adopted and activities undertaken to achieve those purposes and objectives
- providing details of the achievements by reference to the purposes and objectives set
- including a statement as to whether they have complied with their duty to have due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant

Part 3: How to report on public benefit

Rules about how to report on public benefit

Other than the different reporting requirements for smaller and larger registered charities set out in part 2 of this guide, there are no rules about how trustees should report on public benefit.

It is for trustees to decide the level of detail they wish to use to describe how they have carried out their charity's charitable purposes for the public benefit in the reporting year.

How to deal with public benefit in the trustees' annual report

It is not necessary for a report on public benefit to be dealt with as a separate section of a trustees' annual report. It can be addressed, naturally, throughout the body of the report.

For many registered charities (especially smaller charities) it will be enough to satisfy the requirement to report on public benefit where the trustees' annual report:

- explains what the charity is there to achieve (its purposes)
- explains what the charity has done during the year to carry out those purposes (for the public benefit)
- includes a statement whether the trustees, in making decisions about that, have had due regard to the commission's public benefit guidance when exercising any powers or duties to which the guidance is relevant

How public benefit reporting can help charities

Charity trustees have a duty to carry out their charity's purposes for the public benefit. (See **Public benefit: running a charity** (PB2).) Public benefit reporting is an opportunity for the trustees to explain how they have done that each year. Public benefit reporting, when done well, can be an effective tool for trustees.

Charity trustees, who say that public benefit reporting has helped their charity, tell the commission that it helps to:

- stay focused on what their charity is there to achieve (its purposes) when planning activities
- demonstrate what their charity does and the value of its work, particularly when applying for grant funding or fundraising
- link with impact reporting and demonstrating the charity's transparency and accountability
- improve the overall quality of reporting on the charity's work

Examples of public benefit reporting

Legal requirement: those charities not eligible, or not opting, to prepare their accounts on a receipts and payments basis must prepare their accounts to comply with the Statement of Recommended Practice (SORP) Accounting and Reporting by Charities.

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To help charity trustees preparing their reports and accounts in line with the recommendations of SORP 2005, the commission have produced some **Example trustees' annual reports and accounts**. Although these do not form part of its public benefit guidance, trustees may find them helpful in designing the layout and format of their trustees' annual report in a way which includes reporting on public benefit.

The examples address the different public benefit reporting requirements for smaller and larger registered charities.

Part 4: Trustees' annual reports sent to the commission

Displaying Trustees' annual reports on the commission website

The commission displays on its website trustees' annual reports that are sent to them.

Endorsing Trustees' annual reports about public benefit

The commission do not, as a matter of policy, endorse reporting on public benefit by individual charities.

However, it will continue to seek and provide examples of good public benefit reporting as models to help other similar charities.

Checking Trustees' annual reports

The commission do check a random sample of trustees' annual reports for the quality of reporting, including about public benefit.

The trustees' annual report is important to a charity reporting its work transparently to donors and the public. The commission may consider a general failure to report to be a possible indication of other problems that it might wish to explore further with the trustees.

Also, where it is brought to the commission's attention, it would consider persistent non-reporting of public benefit by charity trustees a potential regulatory issue.

Part 5: Further information

This part provides links to other guidance which you may find of interest in relation to this guide.

The following are included in the commission's set of public benefit guides:

- Legal requirement: **Public benefit: running a charity** (PB2)
This guide explains public benefit in the context of running a charity.
- Legal requirement: **Public benefit: the public benefit requirement** (PB1)
This guide explains the legal requirement that a charity's purpose must be for the public benefit. This is known as the 'public benefit requirement'.

The following are not included in the commission's set of public benefit guides

- **Public benefit: an overview**
This guide gives an overview of the commission's public benefit guidance. It explains:
 - how understanding public benefit will help a charity's trustees
 - the trustees' duty to 'have regard' to the commission's public benefit guidance
 - some key points to know about the law relating to public benefit
- Legal requirement: **Preparing your trustees' annual report**
Guidance on the requirement in the Charities Act that all registered charities must prepare a trustees' annual report.
- **Example trustees' annual reports and accounts**
Guidance to help charities preparing their reports and accounts in line with the recommendations of SORP 2005.
- **Principles of Good Impact Reporting**
This document sets out some principles of good impact reporting.

Part 6: Technical terms

The following terms are used in this guide, and should be understood as having the specific meanings given below:

The Charities Act: the Charities Act 2011.

Charity trustees: the people who serve on the governing body of a charity. They may be known as trustees, directors, board members, governors or committee members. Charity trustees are responsible for the general control and management of the administration of a charity.

Governing document: a legal document setting out a charity's purposes and, usually, how it is to be administered. It may be a trust deed, constitution, articles of association, will, conveyance, Royal Charter, scheme of the commission, or other formal document.

Objects: A charity's 'objects' are a statement of its purposes. Usually these are found in the 'objects clause' of a charity's governing document. However, not all charities have a governing document with an objects clause.

Usually a charity's objects clause means the same as its purposes, but sometimes they are slightly different, such as when:

- the objects clause does not adequately or fully express the organisation's purposes
- the clause contains more than just the objects, such as powers

Public benefit requirement: the legal requirement that, to be a charity, an organisation's purposes must each be for the public benefit (legal requirement).

Purpose(s) and charitable purpose(s): the commission use the term '**purpose(s)**' to mean the purpose(s) of an individual organisation. A charity's purpose is what it is set up to achieve.

To be a '**charitable purpose**' a purpose must fall within one of the descriptions of purposes in the Charities Act and be for the public benefit. This has to be demonstrated in each case (legal requirement).

The courts: the commission use this term to mean, collectively, the Tribunal, the Upper Tribunal and the courts.

The Tribunal: the First-tier Tribunal (Charity) is the first level of appeal against the decisions of the Charity Commission set out in Schedule 6 of the Charities Act.

The Upper Tribunal: The Upper Tribunal (Tax and Chancery Chamber) is the second level of appeal against decisions of the commission set out in Schedule 6 of the Charities Act.

Annex A: Charities (Accounts and Reports) Regulations 2008

This part provides an extract from the Charities (Accounts and Reports) Regulations 2008 in relation to reporting on public benefit.

40.- (1) This regulation applies to an annual report prepared in accordance with section 45(1) of the 1993 Act by the charity trustees of a non-parent charity.

(2) The report on the activities of a charity during the year which is required to be contained in the annual report prepared under section 45 of the 1993 Act-

(a) must specify the financial year to which it relates;

(b) must-

(i) in the case of a charity which is not an auditable charity, be a brief summary setting out-

(aa) the main activities undertaken by the charity to further its charitable purposes for the public benefit; and

(bb) the main achievements of the charity during the year.

(ii) in the case of a charity which is an auditable charity, be a review of the significant activities undertaken by the charity during the relevant financial year to further its charitable purposes for the public benefit or to generate resources to be used to further its purposes including-

(aa) details of the aims and objectives which the charity trustees have set for the charity in that year, details of the strategies adopted and of significant activities undertaken, in order to achieve those aims and objectives;

(bb) details of the achievements of the charity during the year, measured by reference to the aims and objectives which have been set;

(cc) details of any significant contribution of volunteers to these activities;

(dd) details of the principal sources of income of the charity; and

(ee) a statement as to whether the charity trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that systems or procedures are established in order to manage those risks;

(c) must-

(i) where-

(aa) any fund of the charity was in deficit at the beginning of the relevant financial; and

(bb) the charity is one in respect of which a statement of accounts has been prepared under section 42(1) of the 1993 Act for that financial year,

contain particulars of the steps taken by the charity trustees to eliminate that deficit;

(ii) contain a statement by the charity trustees as to whether they have complied with the duty in section 4 of the 2006 Act to have due regard to guidance published by the Commission; and

(iii) be dated and be signed by one or more of the charity trustees, each of whom has been authorised to do so