

Notice of Annual General Meeting (AGM)

I hereby give notice that the Extraordinary General Meeting of the Association will be held on **Wednesday 8th June 2022** by **Microsoft Teams, Online Video Conference facility**, commencing at 7pm. We would encourage all attendees to log on 10 minutes prior to the start time in case you experience any technical difficulties prior to the meeting.

All affiliated clubs, associations and competitions should be represented. If you are unable to attend the meeting, please register your apologies to
Rob.Smith@HertfordshireFA.com

In accordance with the Articles, members will be able to appoint either the Chair of the Association or a 'proxy' to cast your vote on their behalf. If it is your wish to appoint a proxy or indicate that you wish the Chair to cast a vote then you are required to annotate this on the enclosed proxy card and return by email to Rob Smith **by no later than Friday 3rd June 2022:-**

Return to Rob.Smith@HertfordshireFA.com

Registration is required, once registered we will send you a link to the meeting 24 hours prior to the event. To register please click the link below:

[Register for AGM 2022](#)

Should you have any questions please email contactus@hertfordshirefa.com

Yours sincerely,



Rob Smith
Company Secretary



**Hertfordshire Football Association
Annual General Meeting,
Wednesday 8th June 2022,
Video Conference, Microsoft Teams**

Agenda

- 1. Welcome and to receive Formal Notice of Meeting**
- 2. Apologies for absence**
- 3. To confirm the Minutes of the Extraordinary General Meeting held on 8th June 2021**
(Appendix A)
- 4. To receive the Annual Reports** *(Appendix B)*
- 5. To receive and adopt the Statement of Accounts for the period 1st July 2020 to 30th June 2021** *(Appendix C)*
- 6. To appoint the Association's Auditors**

A

Extraordinary General Meeting **Hertfordshire Football Association Limited,** **Video Conference,** **8th June 2021**

1. Welcome & to Receive Formal Notice of the Meeting

G Phillips welcomed everyone to the meeting

2. Apologies

The following persons and Organisations submitted their apologies:

Bedmond Youth FC	Robert Cleverly
Chars Youth FC	Paddy Donovan
Hemel Hempstead Town FC	Terry Izzard
Markyate Youth FC	Eddie King
Pro FA Borehamwood FC	Charles Willson
Southern Counties Floodlit Youth League	
Watford Town Youth FC	

3. Minutes of meeting on 11th August 2020

The accuracy of the previous minutes of the previous Annual General Meeting held on 11th August 2020 were proposed by the Chairman. Opportunity was presented to members to raise any concerns on the accuracy of the minutes, no hands were raised. The minutes were therefore confirmed as a true and accurate record.

4. To receive and adopt the Annual Reports

The Annual reports were circulated in advance with the Notice of the meeting to provide members with an update on matters within the Association from 2020/21 Season.

5. To receive and adopt the Statement of Accounts for the period 1st July 2019 to 30th June 2020

The Statement of Accounts were distributed in advance and had been confirmed by the Association's Accountants Wagstaffs.

The Chairman provided an opportunity for questions to be raised to the Auditors on the Accounts, no Members present had any questions. J Burlison proposed to adopt the Accounts and this was seconded by A Eden.

6. To Appoint the Association's Auditors and these were accepted

One of the requirements of the EGM is to confirm the appointment of the Auditors for the Company, Wagstaffs were proposed and recommended by the Board and no objections were raised on the evening by members that were present.

7. To consider amendments to the Rules of the Association

R Smith informed members the changes made to the Rules of the Association for 2021/22 were typographical and to reflect minor amendments with those of the Football Association. To ensure consistency and accuracy we are required to update our rules in line with their updates.

One rule that was recommended by the Referees' Committee and approved by Council is that Match Officials will be permitted to wear coloured shirts from 1st July 2021 onwards in any League sanctioned by the Hertfordshire FA and the County Cups. The predominate and favoured colour for match officials will remain black and this must be worn should a kit clash occur between match officials and the Players.

8. To consider and approve amendments to the Articles of Association by way of a Special Resolution

B Curtis presented the proposed amendments that were to be made to the Articles of Association which had been provided with the Notice of the Meeting.

The Changes proposed and outlined are with the aim to provide the Council of Hertfordshire FA to become more diverse and truly representative of football in the County. The proposal would allow those that may be underrepresented such as Girls, Women's, Youth football and many other areas of the game to be represented on the Council.

These changes have been outlined, agreed and supported by the Council and the Board and have been part of a project for the last few years to make the Council more diverse. B Curtis asked if any members present had any clarification on the matters arising and none were raised.

B Curtis proposed the amendments be accepted and this was seconded by P Mallett of the Hertfordshire FA. The motion was put to the Members and all voted in favour to carry the motion and the amendments that were presented.

There being no further business, the Chairman thanked everyone for attending and the meeting concluded at 7:18pm.

B

Chair's Report Season 2021-22

Firstly, may I welcome you to The Hertfordshire FA AGM which we are holding virtually, a format that we have all become too familiar with in these difficult times, but hopefully the next time we meet will be in person.

I ended my Report last year looking forward to seeing our football pitches full of players enjoying the game we all love, and the possibility of a “normal” and uninterrupted Season, if we could remember what that was. Fortunately, despite a few periods we got our wish as the Leagues welcomed back their Teams and Players and regular football was truly “coming home” albeit to a pitch near you!

We were able to help Clubs with the support from Sport England to provide free affiliation and assistance towards Public Liability Insurance cover. In addition, entry into County Cups was also provided at no cost and was voluntary and we were able with the support of Volunteers from the Competitions Committee to run many of our Competitions.

With lockdown protocols easing and preparations for the new Season underway, Staff began a phased return to work from furlough and are now back working full time. I would like to record my thanks to Karl Lingham and Rob Smith and all of our Staff, who despite all the pressures showed their professionalism and commitment during this difficult time.

A real positive was to see our Community Football Centre (CFC) of which we are extremely proud being fully used by all ages and being the Community Hub that it was planned to be. On any evening the facility is used for training for all ages and hosts “walking football” as well as Youth Team training. We also have two female Teams, Herts Vipers who compete in Division 1 of the Eastern Region Women's League and Stevenage Women who play in the Women's National League South East Division using the CFC at weekends.

This Season saw us make further changes to our Code of Governance as we re-vamped Council to include greater diversity with the addition of 10 Geographical Area Members. Nominated Representatives from Leagues & other Organisations. There was also the decision that every Council Member would sit on a minimum of one Committee.

A decision was made to introduce new Committees to cover Women & Girls Football, Youth Football and Referee Development and Retention to sit alongside the existing Competitions & Referees Committees. We are also committed to the establishment of a Youth Council and being able to listen to the voices of Young People in growing the game.

We broke new ground as we extended Committee Membership to include people not on Council that have a skill set and experience that we do not have in a particular area. The use of Senior Officers (Chair, Vice Chair & FA Rep) supports the committee in how they operate and provide consistency across the framework.

It is hoped that these new Committees will be able to generate discussion on areas of work which can be fed through to our Development Staff to support the writing of the Operations Plan and develop grassroots football.

This Season also saw the setting up of the Inclusion Advisory Group (IAG) which we have been working so hard to establish and I am pleased to inform you that we have recently been able to appoint Emma Williamson as its Chair.

I must also record my thanks to my fellow Directors who have worked tirelessly on behalf of the Association as we emerged from the challenges the pandemic caused. My thanks also go to the Members of the Finance Sub-Committee, whose advice continues to be a key factor in ensuring that our finances are checked and challenged and kept in good order.

Last year I reported to you that the County had passed the Safeguarding Operating Standard (SOS) as required by The FA. Safeguarding is at the centre of everything we as an Association, and every County FA do, and we are audited regularly to ensure compliance. The FA have announced that the NSPCC will now be carrying out that work on their behalf and we currently await their visit for the Safeguarding365 assessment.

It would not be right for me to miss the opportunity to refer to the footballing exploits of our Senior Hertfordshire Teams this Season. Boreham Wood FC for their magnificent run in the FA Cup. Royston Town FC for winning the Southern League Challenge Cup and Cheshunt for gaining promotion through the play offs to the National League South. Commiserations also to Bishop's Stortford & Ware FC in just missing out in the play offs. My apologies if I have missed anybody out.

Let's hope the feel-good factor of playing and watching football continues and we can continue to build on what we have got back this season and look forward to an uninterrupted and full Season.

I look forward to seeing our football pitches full of players enjoying the game we all love, so let us get ready to "Welcome back Football" and have a great season.

Graham Phillips
Chair

Chief Executive Officer Report

As the season comes to an end, I would like to take this opportunity to thank you all for the work you do to make football in Hertfordshire a safe, inclusive and welcoming sport for all.

The season has had some memorable moments with Boreham Wood's FA Cup run high on the list of achievements.

Our collective work to ensure Safeguarding is at the forefront of our work has continued. My thanks go to everyone who works tirelessly to uphold the highest standards when working in this area. Our club and league welfare officers do a great job and have been supported by our Designated Safeguarding Officer (DSO) Sam Carey who will be leaving us in May.

Sam has been working to handover to our newly appointed DSO Gemma Chaffey who joins the team on the 6th June from North Hertfordshire Council.

Our finances are in a positive position with thanks to our Finance committee who have helped steer us through the challenges of the global pandemic.

As the game approaches normality, we are still experiencing some challenges that are common to our colleagues across the country. One of the most important areas has been referees who have not returned to the game after the pandemic. This clearly has an impact of match coverage and presents real challenges for our leagues and clubs.

We have worked hard to encourage some of those referees back to the game and at the same time recruiting more referees through our education programme.

To date we have had 380 referees successfully go through our courses with one more course to be run before the end of the season. 270 candidates have converted from trainee to qualified referee status.

One observation has been that the ages of candidates going through the course has changed from predominantly young people to more of a spread across the age ranges.

Disappointingly, there have been increase in breaches of E3 and serious cases against match officials. With the changes to referee regulations, we have seen 27 serious charges against a match official. These include threatening language or behaviour, physical contact, or assault. Whilst this is disappointing these figures are based on a full season's activity compared to Covid shortened seasons. However, this is an upward trend that has been seen across the Country.

Throughout the season 42 referees have been supported through the Hertfordshire FA and referee support group. Worryingly, 20 of these referees have been under 18. 40 matches have been abandoned across the season which resulted in 33 additional charges. There have also been 101 reports of discriminatory conduct which compared to 35 the previous season.

Over the past season we have run a record number of continued professional development sessions (CPD) for referees. Most of these have been online but have included contributions from our partners, Hertfordshire Police who are committed to help our referee workforce. We will continue to develop these sessions to help develop a positive and supportive network.

Our new Football Development Officer (Referees) Joe Karram will be leading on this work as we look to further our recruitment, retention, and development of referees.

Progress continues towards constantly reviewing and updating our governance policies, procedures, and structures.

Our four Independent Non-Executive Directors have all brought fresh insights and expertise to the Board and have provided much needed support to the executive team. The new committee structure has enabled more people to be directly involved with decision making of the Associations activities and actions from these meeting have directly impacted next season's operational plan.

The Hertfordshire FA inclusion advisory group (IAG) is in its early stages but has made some excellent progress and has identified key areas of focus for next season. We have appointed our new Chair of the group, Emma Williamson who will bring great experience in this area and help drive our work in this area.

Ongoing education and raising awareness of why inclusion matters in football are the key strands of the group's work.

This group will report straight to Board and I'm looking forward to further ambitious developments which will include monitoring our development of social inclusion activities, Women and girl's participation and disability football development which is an area that is showing a slower return to football than other areas of the game.

Aligned to work in this area is our task of achieving the Foundation level of the Equality Standard for Sport. Our application and supporting evidence will be submitted to the in the coming weeks. This will be a clear milestone as we work to make football the most inclusive sport in Hertfordshire.

There have been disappointing seasons for Stevenage and Watford women with both teams being relegated. Watford losing out to a 97th minute free kick that caught the attention of FIFA.

But I must offer congratulations to Helen Ward from Watford Women's FC on earning her 100th cap for Wales in a recent World Cup qualifier against France. Helen is an excellent role model for young female players both in Wales and Hertfordshire.

Investment into grassroots facilities has continued with 2 new full size artificial pitches opened in Hitchin and Rickmansworth. Grants from the Football Foundation have totalled £1.24m with total investment reaching £2m. Our latest facility has the majority of its usage taken up by female football training and games.

The 2022-23 season will bring further and much needed investment into identified 3G and grass pitch improvements projects.

In addition to this figure and thanks to the Premier League Defibrillator Fund, 44 defibrillators have been distributed to football facilities across the County costing over £1,000

Further funding for investment has been secured and added resources will help us access even more investment into identified projects across the county.

Our participation levels in adult and female football are all rising and on track to meet our targets. Our overall market share of football participation therefore is increasing thanks to the collective hard work across the County. Those of you involved in the new committee structure will have seen more detailed figures and learned more about the stories behind them.

Finally, we have sadly lost some significant members of our football community this past year, including Bert Dearman, Lol Bolino, Cyril White and most recently Norman Appleby. All have had an immeasurable influence on the grassroots game in Hertfordshire and will be greatly missed but not forgotten.

Thank you for your hard work and commitment to the game. I hope you enjoy the Women's European Championships and a well-deserved summer break.

Karl Lingham
Chief Executive Officer

C

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED
COMPANY LIMITED BY GUARANTEE
REPORT OF THE DIRECTORS AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE 2021**

Wags LLP t/a Wagstaffs
Chartered Accountants and Statutory Auditors
Richmond House
Walkern Road
Stevenage
Hertfordshire
SG1 3QP

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED (REGISTERED NUMBER: 03686948)
COMPANY LIMITED BY GUARANTEE**

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2021**

	Page
Company Information	1 to 2
Report of the Directors	3 to 5
Report of the Independent Auditors	6 to 9
Income Statement	10
Statement of Financial Position	11 to 12
Statement of Changes in Equity	13
Notes to the Financial Statements	14 to 19
Detailed Income and Expenditure Account	20 to 21

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED
COMPANY LIMITED BY GUARANTEE**

**COMPANY INFORMATION
FOR THE YEAR ENDED 30TH JUNE 2021**

DIRECTORS:

P F Mallett
G Phillips
B M Curtis
G M Heaton
A M Butler
A D Eden
R Doshi
J Burlison
A Braithwaite

SECRETARY:

R C Smith

REGISTERED OFFICE:

County Ground
Baldock Road
Letchworth
Hertfordshire
SG6 2EN

REGISTERED NUMBER:

03686948 (England and Wales)

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED
COMPANY LIMITED BY GUARANTEE**

**COMPANY INFORMATION
FOR THE YEAR ENDED 30TH JUNE 2021**

AUDITORS:

Wags LLP t/a Wagstaffs
Chartered Accountants and Statutory Auditors
Richmond House
Walkern Road
Stevenage
Hertfordshire
SG1 3QP

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED (REGISTERED NUMBER: 03686948)
COMPANY LIMITED BY GUARANTEE**

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 30TH JUNE 2021**

The directors present their report with the financial statements of the company for the year ended 30th June 2021.

DIRECTORS

The directors shown below have held office during the whole of the period from 1st July 2020 to the date of this report.

P F Mallett
G Phillips
B M Curtis
G M Heaton
A M Butler
A D Eden

Other changes in directors holding office are as follows:

R Dowden - appointed 19th October 2020
S Trulock - resigned 18th July 2021
N Lucas - resigned 11th January 2021
R Doshi - appointed 19th October 2020
J Burlison - appointed 19th October 2020

A Braithwaite was appointed as a director after 30th June 2021 but prior to the date of this report.

R Dowden ceased to be a director after 30th June 2021 but prior to the date of this report.

RESERVES POLICY

The company's policy on reserves is to achieve general reserves of approximately a quarter of annual operating expenditure as a contingency for any fluctuations in future grants receivable.

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED (REGISTERED NUMBER: 03686948)
COMPANY LIMITED BY GUARANTEE**

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 30TH JUNE 2021**

STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'. Under company law the directors must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the company and of the surplus or deficit of the company for that period. In preparing these financial statements, the directors are required to:

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

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

STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

AUDITORS

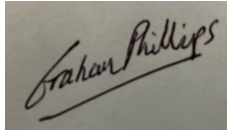
The auditors, Wags LLP t/a Wagstaffs, are deemed to be reappointed in accordance with Section 487(2) of the Companies Act 2006.

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED (REGISTERED NUMBER: 03686948)
COMPANY LIMITED BY GUARANTEE**

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 30TH JUNE 2021**

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

ON BEHALF OF THE BOARD:



.....
G Phillips - Director

Date: ...28th September 2021.....

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED**

Opinion

We have audited the financial statements of Hertfordshire Football Association Limited (the 'company') for the year ended 30th June 2021 which comprise the Income Statement, Statement of Financial Position, Statement of Changes in Equity and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 30th June 2021 and of its surplus for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED**

Other information

The directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Directors.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

Responsibilities of directors

As explained more fully in the Statement of Directors' Responsibilities set out on page four, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED**

Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- We obtained an understanding of the legal and regulatory framework applicable to the company and the sector in which they operate. We determined that the following laws and regulations were most significant: the Companies Act 2006 and UK corporate taxation laws.
- We obtained an understanding of how the company is complying with those legal and regulatory frameworks by making inquiries to the management. We corroborated our inquiries through our review of board minutes and papers provided by those charged with governance.
- We assessed the susceptibility of the company's financial statements to material misstatement, including how fraud might occur. Audit procedures performed by the engagement team include:
 - identifying and assessing the design effectiveness of controls management has in place to prevent and detect fraud;
 - understanding how those charged with governance considered and addressed the potential for override of controls or other inappropriate influence over the financial reporting process;
 - challenging assumptions and judgments made by management in its significant accounting estimates;
 - identifying and testing journal entries, in particular any journal entries posted with unusual account combinations; and
 - assessing the extent of compliance with the relevant laws and regulations.
- We have reviewed the financial statements and considered whether they are consistent with our understanding of the entity or indicate a previously unrecognised risk of material misstatement that could be due to fraud.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Auditors.

**REPORT OF THE INDEPENDENT AUDITORS TO THE MEMBERS OF
HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED**

Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Nilesh Savjani (Senior Statutory Auditor)
for and on behalf of Wags LLP t/a Wagstaffs
Chartered Accountants and Statutory Auditors
Richmond House
Walkern Road
Stevenage
Hertfordshire
SG1 3QP

Date:

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED (REGISTERED NUMBER: 03686948)
COMPANY LIMITED BY GUARANTEE**

**INCOME STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2021**

	Notes	2021 £	2020 £
REVENUE		742,258	1,004,746
Administrative expenses		<u>(716,365)</u>	<u>(944,075)</u>
		25,893	60,671
Other operating income		<u>63,712</u>	<u>63,270</u>
OPERATING SURPLUS		89,605	123,941
Interest receivable and similar income		<u>29</u>	<u>409</u>
		89,634	124,350
Interest payable and similar expenses		<u>(1,788)</u>	<u>(2,287)</u>
SURPLUS BEFORE TAXATION		87,846	122,063
Tax on surplus	5	<u>3,374</u>	<u>(3,380)</u>
SURPLUS FOR THE FINANCIAL YEAR		<u>91,220</u>	<u>118,683</u>

The notes form part of these financial statements

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED (REGISTERED NUMBER: 03686948)
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL POSITION
30TH JUNE 2021**

	Notes	2021 £	2020 £
FIXED ASSETS			
Property, plant and equipment	6	1,441,004	1,551,917
CURRENT ASSETS			
Inventories		151	1,607
Debtors	7	24,297	21,487
Cash at bank and in hand		368,177	371,025
		392,625	394,119
CREDITORS			
Amounts falling due within one year	8	(272,311)	(385,515)
NET CURRENT ASSETS		120,314	8,604
TOTAL ASSETS LESS CURRENT LIABILITIES		1,561,318	1,560,521
CREDITORS			
Amounts falling due after more than one year	9	(688,353)	(778,775)
NET ASSETS		872,965	781,746
RESERVES			
Capital and revaluation reserve		382,024	382,024
Income and expenditure account		490,941	399,722
		872,965	781,746

The notes form part of these financial statements

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED (REGISTERED NUMBER: 03686948)
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL POSITION - continued
30TH JUNE 2021**

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the Board of Directors and authorised for issue on ...1st October 2021..... and were signed on its behalf by:

Tony Butler

.....
A M Butler - Director

Paul Mallett

.....
P F Mallett - Director

The notes form part of these financial statements

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED (REGISTERED NUMBER: 03686948)
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 30TH JUNE 2021**

	Retained earnings £	Capital and revaluation reserve £	Total equity £
Balance at 1st July 2019	281,039	382,024	663,063
Changes in equity			
Total comprehensive income	118,683	-	118,683
	<hr/>	<hr/>	<hr/>
Balance at 30th June 2020	399,722	382,024	781,746
	<hr/>	<hr/>	<hr/>
Changes in equity			
Total comprehensive income	91,218	-	91,218
	<hr/>	<hr/>	<hr/>
Balance at 30th June 2021	490,940	382,024	872,964
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

The notes form part of these financial statements

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED (REGISTERED NUMBER: 03686948)
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30TH JUNE 2021**

1. STATUTORY INFORMATION

Hertfordshire Football Association Limited is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

2. STATEMENT OF COMPLIANCE

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006.

3. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements are prepared on a going concern basis and under the historical cost convention.

Significant judgements and estimates

No significant judgements or estimates have had to be made by the directors in preparing these financial statements.

Revenue

Turnover represents amounts received from various bodies by way of grant income. This income is recognised when the relevant expenditure is incurred.

Grants in relation to capital are deferred and released in line with depreciation.

Turnover includes subscriptions received from affiliated clubs which are recognised on an accruals basis.

Course income is recognised on an accruals basis when the course takes place.

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED (REGISTERED NUMBER: 03686948)
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30TH JUNE 2021**

3. ACCOUNTING POLICIES - continued

Property, plant and equipment

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Leasehold land & buildings - 2% on cost and 10% on cost
Fixtures, fittings and equipment - 10% on cost and 25% reducing balance

Land and buildings were professionally valued in the year to 31st December 2015 by Brown & Lee, Chartered Surveyors. The company previously adopted a policy of revaluing freehold land and buildings and they were stated at their revalued amount less any subsequent depreciation and accumulated impairment losses. The company has adopted the transition exemption under FRS 102 paragraph 35.10(d) and has elected to use the previous revaluation as deemed cost.

Where any permanent diminution of property value is incurred, a provision is made to the profit and loss account. The directors' estimate of residual value is based on prices prevailing at the time of acquisition or subsequent revaluation.

Inventories

Inventories are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Tax

Tax for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred tax assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the statement of financial position date.

Deferred tax

Deferred tax is recognised in respect of all material timing differences that have originated but not reversed at the statement of financial position date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED (REGISTERED NUMBER: 03686948)
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30TH JUNE 2021**

3. ACCOUNTING POLICIES - continued

Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to the income statement in the period to which they relate.

4. EMPLOYEES AND DIRECTORS

The average number of employees during the year was 22 (2020 - 20).

5. TAXATION

Analysis of the tax (credit)/charge

The tax (credit)/charge on the surplus for the year was as follows:

	2021	2020
	£	£
Current tax:		
UK corporation tax	(3,374)	3,380
	<u> </u>	<u> </u>
Tax on surplus	(3,374)	3,380
	<u> </u>	<u> </u>

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED (REGISTERED NUMBER: 03686948)
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30TH JUNE 2021**

6. PROPERTY, PLANT AND EQUIPMENT

	Land and buildings £	Plant and machinery etc £	Totals £
Cost			
At 1st July 2020	1,733,857	220,871	1,954,728
Additions	-	3,029	3,029
Disposals	-	(197,187)	(197,187)
	<u>1,733,857</u>	<u>26,713</u>	<u>1,760,570</u>
At 30th June 2021	1,733,857	26,713	1,760,570
Depreciation			
At 1st July 2020	199,548	203,263	402,811
Charge for year	97,682	16,260	113,942
Eliminated on disposal	-	(197,187)	(197,187)
	<u>297,230</u>	<u>22,336</u>	<u>319,566</u>
At 30th June 2021	297,230	22,336	319,566
Net book value			
At 30th June 2021	<u>1,436,627</u>	<u>4,377</u>	<u>1,441,004</u>
At 30th June 2020	<u>1,534,309</u>	<u>17,608</u>	<u>1,551,917</u>

Included within land and buildings above are assets over which security is held.

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021 £	2020 £
Trade debtors	9,559	90
Other debtors	14,738	21,397
	<u>24,297</u>	<u>21,487</u>

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED (REGISTERED NUMBER: 03686948)
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30TH JUNE 2021**

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Other loans	27,475	18,820
Trade creditors	41,430	9,651
Corporation tax	-	3,380
Social security and other taxes	8,181	36,144
VAT	-	1,232
Other creditors	98,726	123,095
Accruals and deferred income	33,229	129,923
Deferred grants	63,270	63,270
	272,311	385,515

9. CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR

	2021	2020
	£	£
Other loans - 1-2 years	27,955	28,337
Other loans - 2-5 years	68,727	84,266
Other loans more 5yrs instal	20,169	30,957
Deferred grants	571,502	635,215
	688,353	778,775

Amounts falling due in more than five years:

Repayable by instalments		
Other loans more 5yrs instal	20,169	30,957

10. LEASING AGREEMENTS

Minimum lease payments under non-cancellable operating leases fall due as follows:

	2021	2020
	£	£
Within one year	4,235	4,235
Between one and five years	16,940	16,940
In more than five years	311,273	319,743
	332,448	340,918

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED (REGISTERED NUMBER: 03686948)
COMPANY LIMITED BY GUARANTEE**

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30TH JUNE 2021**

11. SECURED DEBTS

The following secured debts are included within creditors:

	2021	2020
	£	£
Other loans	<u>144,326</u>	<u>162,380</u>

The loan of £144,326 (2020 : £162,380) is secured by a fixed charge over the leasehold premises shown within land and buildings.

12. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee. In the event of the company being wound up, the liability in respect of the guarantee is limited to £10 per member of the company.

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED (REGISTERED NUMBER: 03686948)
COMPANY LIMITED BY GUARANTEE**

**DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30TH JUNE 2021**

	2021		2020	
	£	£	£	£
Turnover				
FA distribution	7,550		70,002	
FA office staffing	328,989		355,851	
FA administration	4,467		4,994	
County competitions	-		15,541	
Members affiliation fees	28,130		28,679	
Other income	140,448		104,560	
Referees' income	30,224		58,014	
Merchandise allowance	5,350		5,350	
Ground, stadium and office hire	71,120		83,569	
Coaching and development income	19,116		159,428	
Disciplinary income	103,836		99,757	
Bar and cafe sales	3,028		19,001	
		742,258		1,004,746
Other income				
Capital grants	63,712		63,270	
Deposit account interest	29		409	
		63,741		63,679
		805,999		1,068,425
Expenditure				
Rates	4,080		12,681	
Insurance	6,718		9,266	
Light and heat	11,974		14,870	
Honoraria payments	600		2,700	
Wages and salaries	448,276		502,493	
Staff pension costs	14,185		16,335	
Telephone	7,982		8,845	
Printing, postage and stationery	4,475		7,679	
Travel and meeting expenses	327		12,849	
Computer expenses	4,749		6,678	
Staff training	219		1,702	
Repairs and renewals	53,781		42,987	
County plan expenditure	-		7,489	
Carried forward	557,366	805,999	646,574	1,068,425

This page does not form part of the statutory financial statements

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED (REGISTERED NUMBER: 03686948)
COMPANY LIMITED BY GUARANTEE**

**DETAILED INCOME AND EXPENDITURE ACCOUNT
FOR THE YEAR ENDED 30TH JUNE 2021**

	2021		2020	
	£	£	£	£
Brought forward	557,366	805,999	646,574	1,068,425
Coaching and development	5,800		129,529	
Referees' expenditure	8,187		23,564	
Discipline expenses	-		887	
County competitions	-		348	
Corporate merchandise	5,538		6,589	
Sundry expenses	1,766		1,952	
Irrecoverable VAT	(7,331)		(5,630)	
Bar and cafe purchases	3,740		11,206	
Accountancy	3,690		5,774	
Legal and professional fees	14,543		6,102	
Auditors' remuneration	5,200		5,200	
Depreciation of tangible fixed assets				
Freehold property	97,682		97,313	
Fixtures and fittings	16,260		5,539	
Subscriptions	941		747	
		713,382		935,694
		92,617		132,731
Finance costs				
Bank charges	2,983		8,381	
Other interest	1,788		2,287	
		4,771		10,668
NET SURPLUS		87,846		122,063

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