

Notice of Annual General Meeting

I hereby give notice that the Annual General Meeting of the Association will be held on **Tuesday 11th August 2020** by **WebEx, Online Video Conference facility**, commencing at **7pm**. Please ensure you are in attendance at least 10 minutes prior to the start time should you encounter any potential problems on the evening.

All affiliated clubs, associations and competitions should be represented. Please note the enclosed admission card must be completed by two representatives of the organisation in attendance. The admission card must also be counter returned by the Secretary of the organisation to confirm that the representatives are bone fide members to Rob.Smith@HertfordshireFA.com prior to the meeting.

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 to Rob Smith **by no later than Friday 7th August 2020:-**

Return to Rob.Smith@HertfordshireFA.com

All attendees are required to register in advance for the meeting, the link to register is:

<https://thefa.webex.com/thefa/k2/j.php?MTID=td5e5cfe93f3ecf1146a557318caa8480>

All the documents associated with the meeting can be found within the attachments on the email.

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

Yours sincerely,



Rob Smith
Company Secretary



**Hertfordshire Football Association
Annual General Meeting,
Tuesday 11th August 2020,
7pm, WebEx**

Agenda

1. Welcome and to receive Formal Notice of Meeting
2. Apologies for absence
3. To confirm the Minutes of the Annual General Meeting held on 4th June 2019 *(Appendix A)*
4. To receive and adopt the Annual Reports *(Appendix B)*
5. To receive and adopt the Statement of Accounts for the period 1st July 2018 to 30th June 2019 *(Appendix C)*
6. To appoint the Association's Auditors

A



Annual General Meeting Hertfordshire Football Association Limited The Lodge Barns, Knebworth 4th June 2019

1. Welcome & Receive Formal Notice of the Meeting

Graham Phillips welcomed everyone to the Annual General Meeting of Hertfordshire Football Association Limited and introduced himself, Officers representing the Association and Staff that were in attendance.

Graham thanked Brian Curtis and Eddie King for the roles they have both undertaken over the years on behalf of Hertfordshire FA and thanked them for what they have achieved for this organisation.

Graham explained that staff in attendance would be available at the end of the meeting to discuss any matters they wished to raise and thanked all who were in attendance representing their Clubs and Leagues.

2. Apologies

The following persons and organisations submitted their apologies:

Neil Clark	AC Malone
Dave Just	Allenburys Mangrove
Nicola Moyletter	Bishops Stortfords FC
Garry Elder	Broxbourne AFC
Ian Turner	Evergreen Youth
Alan Silver	Herons Youth FC
Michael Bush	Hertford Heath
Bachir Loussahi	Herts Lions
Albie Mills	Kinsbourne Youth FC
Angie Searle	Letchworth Garden City Eagles Youth
Sarah Laster	Maccabi London FC
Sandra Prior	Markyate Youth
Jake Stannard	North Hertfordshire College
Karen Gibson	Oaklands Wolves
John Green	Oracle Rangers
David Baxter	Reed Rangers
Myles Hamilton	Roundwood Park School
Frankie Westoby	Royston Town Youth FC
Andy Lawrence	St Albans City FC
Ian Woods	St Albans City Youth FC

Steve Barker	St Margaretsbury
Steve Barker	St Margaretsbury Youth
Tom Norman	Stevenage FC
Lisa Smith	Symonds Green
Janet Chapman	The Buffs Baldock
Craig Redford	The Engineer FC
Lynne Pestle-Bass	University of Hertfordshire
Sue Thomas	Ware Youth
Steve Otter	Wormley Youth FC
Julie Harrington	Wymondley Park
Mike DSantos	Railway Friendly Flexi League
Tracy Hudson	Watford Friendly League
Maxine Carter	Mid Herts Rural Minors League
Bob Cleverley	Council/Board Member
Bob Spooner	Council/Board Member
Lawrence Bolino	Council/Board Member
Les Crabtree	Council/Board Member
Paddy Donovan	Council/Board Member
Tony Eden	Council/Board Member

3. Minutes of meeting on 5th June 2018

The minutes of the previous Annual General Meeting on 5th June 2018 were proposed by Dawn Button (Bury Rangers Vets FC) and seconded by Roger Merton (Hoddesdon Town FC) and signed as a true and accurate record of the meeting by the Chairman.

4. To receive and adopt the Annual Reports

The Annual reports were circulated in advance with the Notice of the meeting. No objections were made against the reports and no questions were raised.

5. To receive and adopt the Statement of Accounts for the period 1st July 2017 to 30th June 2018

Malcolm Miller presented the accounts in advance as submitted by Wagstaffs and no objections were raised at the meeting and these were accepted.

6. To Appoint the Association's Auditors

One of the requirements of the AGM is to confirm the appointment of the Auditors for the Company. Wagstaffs were proposed as the Auditors and no objections were raised and was agreed at the meeting.

7. To consider and approve amendments to the Articles of Association by way of a Special Resolution in accordance with Article 109

Within the Notice of the AGM the details on proposed changes to the Articles was submitted and detailed in accordance with Article 109. During the meeting Graham highlighted each Resolution which was included within the paperwork and also provided on the night by using the presentation.

The following changes to the articles were submitted:

- Resolution 1 – Article 71
- Resolution 2 – Article 82
- Resolution 3 – New Article after 42
- Resolution 4 – Article 42
- Resolution 5 – Article 45
- Resolution 6 – Article 43
- Resolution 7 – Article 54
- Resolution 8 – Articles 46-49

No objections were raised against any of the changes to the Articles that had been presented and were therefore confirmed at the meeting.

There being no further business, Graham thanked all that had attended and the meeting concluded at 7:45pm.

B

CHAIRMAN'S REPORT FOR AGM 2019-20

May I start in hoping that you and your families are all staying safe and well in the midst of the worst crisis this Country has faced since World War 2.

Following last Season's AGM our new season started with real hope and promise of things to come as we continued to develop the Game in Hertfordshire. The season started well with games being played and for once the weather seemed to be on our side. Our new Community Football Centre (CFC) which we had only just opened started to be used more intensively and had started to become the "hub" for football it was designed to be.

As we moved into February, we had two weekends with hurricane force winds causing disruption to fixtures, but nothing could have prepared us for what we were about to face and would bring Grassroots Football to its knees, with Leagues unable to complete their playing season and Cup Competitions.

I think it was John Lennon who wrote "Life is what happens to you while you're busy making other plans" and all our lives and plans were turned on our heads when COVID-19 Pandemic struck. Suddenly, we had a whole new vocabulary as we came to grips with the terms: Coronavirus, Social distancing, Self-isolation, Lockdown, and Stay Home & Protect the NHS.

The impact of COVID-19 has had a drastic impact, not only on football, but also on how to come to terms with the loss of the ability to enjoy family and leisure activities, which we all took for granted and are now having to adjust to different lifestyle choices.

From the start of the "Coronavirus" outbreak we kept everybody informed about the advice given by the Government, Public Health England & The FA and saw this change to the final announcement by The FA to halt all Grassroots football until further notice.

During the period of "Lockdown" we were forced into closing the Headquarters and CFC as Staff began working remotely. As the pandemic strengthened its grip across the country, we, had to furlough Staff as a result of little or no work to undertake and to protect the financial stability of the Association and leave a skeleton staff to carry on the day to day business.

I would personally like to thank all the staff for their support when faced with changes to their working arrangements during this very difficult time.

Our staff are continuing to plan for next season for when we are given the greenlight to return football and have already started the affiliation process with our clubs and leagues. They are also in consultation with The FA who are looking at what can be achieved through "distance learning" to assist clubs seeking to get coaches and volunteers appropriately qualified.

When Laurence Jones, Head of the National League System wrote explaining the FA's decision to end the 2019-20 Season at Non-League and grassroots level on 9th April, he stated that,

"Our primary concern will always be for the safety and welfare of Clubs, Players, Staff, Officials, Volunteers and Supporters."

As a County FA we can only endorse that statement and hope you and your families continue to stay safe and we look forward to seeing you all playing and participating in football as and when it is safe to do so.

Graham Phillips
Chairman

CEO Report

Thank you for joining us at this year's Annual General Meeting in what are extremely challenging and unprecedented circumstances.

I should start by offering, on behalf of the Hertfordshire Football Association, our sincere condolences to members of the football community in Hertfordshire who have suffered as a result of the global pandemic.

It has been a challenging time for all concerned as the harsh personal and economic realities start to become clear.

Tremendous strain has been placed on the voluntary sector as a result of the crisis and we've heard from several of you who have described how much effort has gone in to keeping clubs and leagues afloat.

With no playbook for how to deal with a global pandemic to rely on, our volunteers are faced with huge constantly changing challenges from a financial, administrative and personal perspective.

You will have no doubt seen the recent announcements from the FA that have described how budgets will be cut by £75m for the next four years and therefore will make 124 positions redundant.

The Hertfordshire FA is not immune to the difficulties faced by any organisation in that we were hit by significantly reduced income and an immediate halting of all football activity. Many of you will know that we placed most of our staff on the governments job retention scheme leaving four staff to manage the day to day operations of the business including our vital Safeguarding work. I would like to take this opportunity to thank our Board of Directors and members of the Finance and Competitions committees who have worked extremely hard to support us in making key decisions in these extremely difficult times.

I am pleased to say that the County FA network received swift help and guidance from the Football Association in the early days of the crisis and we are grateful that the Football Foundation and Sport England who gave access to much needed financial help to clubs right across the country. This included a package from Sport England that supported the reduction of affiliation fees across England which was widely welcomed and supported.

In addition, a further £300,000 was invested into clubs via the Sport England emergency fund and the Football Foundation pitch preparation fund. At the time of writing over 90 of our clubs have accessed this grant funding, resulting in much needed work to approximately 225 pitches in Hertfordshire.

An additional fund from the Football Foundation offered clubs the opportunity to access additional money for items such as hand sanitiser and other protective equipment to aid them in opening facilities and to help them in meeting Government and Public Health England Health & Safety requirements.

Communication has proved to be vital throughout the crisis and we have worked hard to provide updates in relation to the reduction of restrictive measures, football related guidance, emergency funding opportunities and promoting and supporting some of the amazing work of our clubs and leagues in the lockdown.

We have seen some inspiring stories of clubs and individuals volunteering to support the work of the NHS and other voluntary organisations and there are too many to list here but football in some cases played a significant part in filling in some of the gaps for some of our most vulnerable parts of society.

Both Stevenage FC & Watford FC showed that they are at the heart of their communities with inspirational work supporting vulnerable people, emergency services workers and local NHS hospitals. Many of our pyramid clubs and grassroots clubs also showed great support to their communities and our amazing key workers.

For our part, we offered our facilities to the Government and donated food and drink from our Community Football Centre that would have otherwise gone to waste over the lockdown period.

On a slightly more positive note, the work on the annual FA Grassroots Awards provided a much needed and positive contrast to the last few months and you will no doubt have seen on our website and social media platforms where we announced this year's winners.

The nominations were excellent, and the judging panel (including representation from Stevenage FC and Watford FC) had a difficult time selecting the winners. Many congratulations to all the winners and thank you for your contribution to the game in Hertfordshire.

In contrast, the Black Lives Matter protests and the debate that followed, generated widespread discussion, thought, and calls for further education and action. Football has been forced to answer some uncomfortable questions including why is there such a lack of diversity at the decision-making level in clubs, leagues, County FA's and at the FA?

We have work to do in terms of representation on our Council and at Board and Executive level. Our work to establish our Inclusion Advisory Group (IAG) has not made enough progress and will require a concerted effort and commitment if we are to make meaningful difference in the future. We will need help and support from the football community in Hertfordshire so that we can change the way we look and think in the future.

The Covid-19 Pandemic crisis and the economic fallout will mean changes to the way we work in the future. Technology will help us streamline and work more efficiently. Meetings will be, in a number of cases, conducted via, Microsoft Teams, Zoom or WebEx which will have benefits for all as we move into the winter months. We will of course work with you all to make sure our service is not compromised.

Thank you for all your hard work throughout recent months. I look forward to working with you in what hopefully will be happier and brighter times. We have proved in Hertfordshire that we can innovate and work hard together to provide safe and positive environments for our officials, volunteers and players.

Keep safe,



Karl Lingham
Chief Executive Officer

1st July 2020

Competitions' Committee Report Season 2019-2020

On behalf of the Competitions' Committee, I have pleasure in presenting the Annual Report. This has been the most difficult report I have had to write in my 16 years on the Competitions Committee as a result of COVID-19 and the impact it has had not only on people up and down the Country but also on our County Competitions.

This was the first season that the Mercy Rule was applied to Youth Competitions within the County Cups. As with any change we experienced some challenges in the early stages but overall it was received well and our report and feedback has been provided to The FA.

We were only able to hold one Cup Final which was the Veterans Cup, all others were postponed due to lockdown. The Competitions Committee had to determine what was the most appropriate way to determine the County Cups, following several meetings the Committee agreed to expunge the results of all games where finalists were not known and where finalists were known, these would be acknowledged as Finalists for their respective competitions.

The Committee decided to allow free entry for all Teams who wished to enter the County Cups for 2020-2021, whilst also not making the Competitions mandatory for this Season. In order to try and reduce fixture congestion with the Leagues, only one Team per Club would be permitted to enter in the Youth Competitions.

When making our decisions the Committee have been mindful and kept up to date on Government, Public Health England and The FA's advice and guidance. We have to consider the impact the virus has had on everyone and whether we needed to adapt or change how we operate for 2020/21 Season.

The Competitions Committee have met regularly virtually to keep up to date with Government and FA guidelines regarding COVID-19. Running this number of Competitions requires a lot of effort from numerous people and I would therefore like to thank Keith Hicks, Jamie Cooper and Paul Musgrave. Keith administered the Senior and Sunday Competitions, Paul for his work within the office supporting the Committee and some sterling work he has done. Jamie was appointed during the Season as Youth Secretary and I thank him for the work he had undertaken since being appointed and wish him well for the future.

Also, thanks to Lauren Halsey (Head of Football Services) for her guidance and advice. I would also like to thank Tony Butler and Paul Mallett for their sterling work in updating the Competition Rules and preparing them for next Season. I would like to thank our Chairman John Burlison for his guidance and tremendous hard work and for his advice to me.

As is now the practice we also had a Council Member appointed to attend selected matches throughout the season (nearly 60 of them) so thank you to those Members who accepted their appointments so readily. I think the Clubs appreciate having a visit from our Members and we mutually enjoy visiting them.

Outside of County matters the truncated Season impinged on many of our Hertfordshire Clubs ambitions. Boreham Wood, Royston Town, Berkhamsted, Welwyn Garden City, Ware, Colney Heath, Letchworth Garden City Eagles, all suffered disappointments in their bids for promotion, whilst others were reprieved from relegation.

A big thank you to Karl Lingham (Chief Executive Officer) and to Rob Smith (Head of Commercial & Operations) for their guidance and support during the season.

Once again this being another Annual Report, I have written I hope I have not missed out anything of consequence or anybody who thinks they should have been mentioned.

Finally, it is with great regret that I must report that our Chairman John Burlison is standing down and will be greatly missed by us all.

Regards to all,

Paddy Donovan
Competitions Secretary

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REFEREES' COMMITTEE REPORT FOR AGM 2019-20

The past season, although unfortunately curtailed, has been one of steady progress for refereeing within Hertfordshire.

Despite the shortened season there was enough football played for The FA to sanction promotions and I congratulate the following Hertfordshire referees who were promoted in the upper levels of the game;

- Level 2b - Tom Danaher
- Level 3 - Matt Norton, John Perry and Graham Swanton
- Level 4 - Tom Hood, Marc Rister and Richard Wharton

Internally, 7 referees were promoted from Level 6 to Level 5 and 14 referees were promoted from Level 7 to Level 6. Encouragingly there was a significant increase in the number of candidates for promotion compared with previous seasons.

Our Referee Development Officer, Phil Sharp was always on hand to answer any questions our referees had and his wide experience in recruitment, training and retention of referees is invaluable. Thank you, Phil.

This season we had two new Appointments Officers, Lee Grimsey (Saturday Competitions) and Steve Dignum (Sunday Competitions), they and our Youth Competitions Appointments Officer Norman Appleby did an excellent job keeping our Competition matches covered with registered referees. Norman, in conjunction with Colin Sherwood, was also heavily involved in the mentoring of new referees.

I must also mention our loyal band of Referee Observers who go out in all weathers to observe referees in the promotion system.

Thank you, gentlemen, for your efforts on behalf of Hertfordshire referees.

I could not possibly finish this report without paying tribute to Alan Willmott. Alan is retiring having administered our Promotion Scheme for the past 20 years. The administration of the Promotion Scheme is a demanding job but Alan has carried it out with great efficiency over that long period of time. Thank you, Alan, you have greatly helped the progression of a great many Hertfordshire referees. One of our Level 3 referees, Russell Jones, is taking over and he knows he has a hard act to follow!

In closing can I thank our Chairman, Ken Coniam and the rest of the Referees' Committee for their help in ensuring that Hertfordshire referees get the best possible service from their County Association.

Please stay safe everyone in these uncertain times, hopefully it will not be too long before we can get back to enjoying the game we all love.

Richard Dowden
Hon Secretary

C

The accounts for the year ending 30th June 2019 were audited by Wagstaffs Chartered accountants. The audit went well and there were no significant issues noted.

Income and Expenditure Account

Total Income in the year increased by 15% and was largely attributable to the new pitch. The pitch became operational from January 2019 with HFA benefiting from increased pitch hire, bar and café sales.

In addition, an increased awareness around safeguarding resulted in a large uptake in development courses.

Expenditure in the year showed a total increase of £67k as compared with 2018. Key variances include:

- Increase in wages and pensions of £28k
- Increase in depreciation £40k
- Increase in bar and cafe purchases of £9k
- increase in coaching and development of £31k
- Decrease in irrecoverable vat £26k (Option to tax now in place)
- Decrease in county competitions £13k (Re 2018 Guernsey costs)

These variances are in line with expectations.

As a result of the above HFA achieved a surplus for the year of £33k (2018: deficit £29k).

Balance Sheet

As at 30th June 2019 net assets stood at £663k (2018: £630k).

The investment in the 3G pitch of circa £1m was funded by a £785k capital grant, £100k 8 year FA loan and the balance was funded through the HFA development fund reserve.

The investment made by HFA has started to pay dividends and is evident from the June 2019 financial statements.

**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED
COMPANY LIMITED BY GUARANTEE

REPORT OF THE DIRECTORS AND

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30TH JUNE 2019**

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**

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FOR THE YEAR ENDED 30TH JUNE 2019**

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

**COMPANY INFORMATION
FOR THE YEAR ENDED 30TH JUNE 2019**

DIRECTORS:

P F Mallett
M L Miller
G Phillips
C Spriggins
S Trulock
N Lucas
G M Heaton
A M Butler
A D Eden
K J Coniam

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 2019**

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 2019**

The directors present their report with the financial statements of the company for the year ended 30th June 2019.

DIRECTORS

The directors shown below have held office during the whole of the period from 1st July 2018 to the date of this report.

P F Mallett
M L Miller
G Phillips
C Spriggins
S Trulock
N Lucas
G M Heaton

Other changes in directors holding office are as follows:

P Donovan - resigned 15th April 2019
E W J King - resigned 15th April 2019
A J Willmott - resigned 15th April 2019
B M Curtis - resigned 15th April 2019
J M Turner - resigned 15th April 2019
A M Butler - appointed 15th April 2019
A D Eden - appointed 15th April 2019
K J Coniam - appointed 15th April 2019

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.

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;

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

**REPORT OF THE DIRECTORS
FOR THE YEAR ENDED 30TH JUNE 2019**

STATEMENT OF DIRECTORS' RESPONSIBILITIES - continued

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

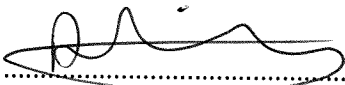
So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware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

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:



.....
R C Smith - Secretary

Date: 4/9/19

**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 2019 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 2019 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

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the directors' use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the directors have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the company's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

**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 there is a material misstatement in the financial statements or a material misstatement of the other information. 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

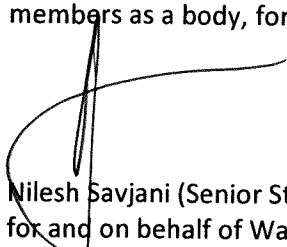
As explained more fully in the Statement of Directors' Responsibilities set out on pages three and four, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine 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**

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.



Niles 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: 06/09/2009

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

**INCOME STATEMENT
FOR THE YEAR ENDED 30TH JUNE 2019**

	Notes	2019 £	2018 £
REVENUE		960,294	860,429
Administrative expenses		<u>(958,251)</u>	<u>(888,408)</u>
		2,043	(27,979)
Other operating income		<u>32,319</u>	-
OPERATING SURPLUS/(DEFICIT)		34,362	(27,979)
Interest receivable and similar income		<u>372</u>	38
		34,734	(27,941)
Interest payable and similar expenses		<u>(1,829)</u>	<u>(1,489)</u>
SURPLUS/(DEFICIT) BEFORE TAXATION		32,905	(29,430)
Tax on surplus/(deficit)	5	<u>-</u>	-
SURPLUS/(DEFICIT) FOR THE FINANCIAL YEAR		<u>32,905</u>	<u>(29,430)</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 2019**

	Notes	2019 £	2018 £
FIXED ASSETS			
Property, plant and equipment	6	1,633,791	683,799
CURRENT ASSETS			
Inventories		1,607	199
Debtors	7	65,461	27,679
Cash at bank and in hand		168,694	176,706
		<u>235,762</u>	<u>204,584</u>
CREDITORS			
Amounts falling due within one year	8	(360,582)	(173,963)
NET CURRENT (LIABILITIES)/ASSETS		<u>(124,820)</u>	<u>30,621</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		1,508,971	714,420
CREDITORS			
Amounts falling due after more than one year	9	(845,908)	(84,262)
NET ASSETS		<u><u>663,063</u></u>	<u><u>630,158</u></u>
RESERVES			
Capital and revaluation reserve		382,024	382,024
Development Fund		10,000	97,177
Benevolent and charity fund		11,881	12,672
Income and expenditure account		259,158	138,285
		<u><u>663,063</u></u>	<u><u>630,158</u></u>


The notes form part of these financial statements

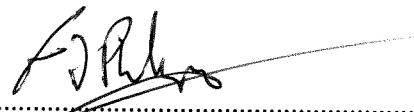
**HERTFORDSHIRE FOOTBALL ASSOCIATION
LIMITED (REGISTERED NUMBER: 03686948)
COMPANY LIMITED BY GUARANTEE**

**STATEMENT OF FINANCIAL POSITION - continued
30TH JUNE 2019**

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 on 2/9/2019 and were signed on its behalf by:


.....
M L Miller - Director


.....
G Phillips - 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 2019**

	Retained earnings £	Capital and revaluation reserve £	Development Fund £	Benevolent and charity fund £	Total equity £
Balance at 1st July 2017	186,122	382,024	76,592	14,850	659,588
Changes in equity					
Total comprehensive income	(47,837)	-	20,585	(2,178)	(29,430)
Balance at 30th June 2018	138,285	382,024	97,177	12,672	630,158
Changes in equity					
Total comprehensive income	120,873	-	(87,177)	(791)	32,905
Balance at 30th June 2019	259,158	382,024	10,000	11,881	663,063

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 2019**

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.

Turnover

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 2019**

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 2019**

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 profit or loss in the period to which they relate.

4. EMPLOYEES AND DIRECTORS

The average number of employees during the year was 20 (2018 - 21).

5. TAXATION

Analysis of the tax charge

No liability to UK corporation tax arose for the year ended 30th June 2019 nor for the year ended 30th June 2018.

6. PROPERTY, PLANT AND EQUIPMENT

	Land and buildings £	Plant and machinery etc £	Totals £
Cost			
At 1st July 2018	706,209	215,861	922,070
Additions	1,010,080	1,600	1,011,680
	<u>1,716,289</u>	<u>217,461</u>	<u>1,933,750</u>
At 30th June 2019			
Depreciation			
At 1st July 2018	46,947	191,324	238,271
Charge for year	55,288	6,400	61,688
	<u>102,235</u>	<u>197,724</u>	<u>299,959</u>
At 30th June 2019			
Net book value			
At 30th June 2019	<u>1,614,054</u>	<u>19,737</u>	<u>1,633,791</u>
At 30th June 2018	<u>659,262</u>	<u>24,537</u>	<u>683,799</u>

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

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

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30TH JUNE 2019**

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Trade debtors	6,562	3,098
Other debtors	58,899	24,581
	<u>65,461</u>	<u>27,679</u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2019	2018
	£	£
Other loans	26,782	15,077
Trade creditors	45,778	79,728
Social security and other taxes	10,570	9,956
VAT	4,826	6,860
Other creditors	136,701	11,818
Accruals and deferred income	72,654	50,524
Deferred grants	63,271	-
	<u>360,582</u>	<u>173,963</u>

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

	2019	2018
	£	£
Other loans - 1-2 years	27,278	15,300
Other loans - 2-5 years	84,723	47,273
Other loans more 5yrs instal	43,633	21,689
Deferred grants	690,274	-
	<u>845,908</u>	<u>84,262</u>

Amounts falling due in more than five years:

Repayable by instalments		
Other loans more 5yrs instal	<u>43,633</u>	<u>21,689</u>

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

**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30TH JUNE 2019**

10. LEASING AGREEMENTS

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

	2019	2018
	£	£
Within one year	4,235	4,235
Between one and five years	16,940	16,940
In more than five years	319,743	323,978
	<u>340,918</u>	<u>345,153</u>

11. SECURED DEBTS

The following secured debts are included within creditors:

	2019	2018
	£	£
Other loans	<u>182,416</u>	<u>99,339</u>

The loan of £182,416 (2018 : £99,339) 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 2019**

	2019		2018	
	£	£	£	£
Turnover				
FA distribution	52,745		58,175	
FA office staffing	344,000		302,962	
FA administration	4,203		4,498	
County competitions	24,937		27,778	
Members affiliation fees	31,730		30,745	
Other income	10,440		28,038	
Referees' income	55,369		46,514	
Merchandise allowance	5,350		5,350	
Ground, stadium and office hire	59,566		17,541	
Sponsorship and donations	-		150	
Coaching and development income	201,292		175,679	
Disciplinary income	152,026		155,679	
Bar and cafe sales	18,636		7,320	
		960,294		860,429
Other income				
Capital grants	32,319		-	
Deposit account interest	372		38	
		32,691		38
		992,985		860,467
Expenditure				
Rates	14,256		13,535	
Insurance	7,679		7,236	
Light and heat	12,321		10,689	
Honoraria payments	2,850		2,750	
Wages and salaries	482,954		456,110	
Staff pension costs	14,900		13,387	
Telephone	12,643		11,399	
Printing, postage and stationery	11,760		14,895	
Travel and meeting expenses	23,935		23,057	
Computer expenses	2,343		2,640	
Staff training	729		1,150	
Repairs and renewals	44,440		38,403	
County plan expenditure	20,562		25,910	
Carried forward	651,372	992,985	621,161	860,467

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 2019**

	2019		2018	
	£	£	£	£
Brought forward	651,372	992,985	621,161	860,467
Coaching and development	138,506		107,835	
Referees' expenditure	36,880		27,465	
Discipline expenses	1,488		1,346	
County competitions	11,049		24,480	
Corporate merchandise	6,431		6,957	
Sundry expenses	2,533		6,352	
Irrecoverable VAT	1,624		27,546	
Bar and cafe purchases	16,002		6,466	
Accountancy	5,850		6,000	
Legal and professional fees	8,087		5,460	
Auditors' remuneration	5,400		4,550	
Donations	-		2,000	
Depreciation of tangible fixed assets				
Freehold property	55,288		13,581	
Fixtures and fittings	6,401		7,599	
Profit/loss on sale of tangible fixed assets	-		(5,257)	
Subscriptions	714		604	
Bad debts	-		16,324	
		947,625		880,469
		45,360		(20,002)
Finance costs				
Bank charges	10,626		7,939	
Other interest	1,829		1,489	
		12,455		9,428
NET SURPLUS/(DEFICIT)		32,905		(29,430)

This page does not form part of the statutory financial statements