

# **Rotary Club of Stafford Castle**

**Registered Charity No. 1026624**

## **Trustees report for the year from 1<sup>st</sup> July 2020 to 30<sup>th</sup> June 2021**

The Rotary Club of Stafford Castle Trust Fund was set up under a Trust Deed dated 15<sup>th</sup> June 1993, and this document states that the Trustees will be the following officers of the club and their successors for the time being in office :-

The President; The President elect for the ensuing year; The Secretary; The Treasurer; The Chair of Fundraising.

For the year covered by this report, the Trustees were as follows :-

Roger Goldman (President); Christopher Bennett (President elect for the ensuing year); Colin Rowell (Secretary); Colin Martindale (Treasurer); Richard Mitcherson (Chair of Fundraising).

The offices of President and President Elect are subject to change every year, and the other offices referred to above are subject either to change or re-election at the club's Annual General Meeting. Any new officers elected to the positions of Secretary, Treasurer or Chair of Fundraising will come from long serving members of the Club, and all new appointees are made aware of their responsibilities as Trustees both verbally and by asking them to familiarise themselves with document CC3a (Trustees Duties and Responsibilities) on the Charity Commission website.

Our club is a member of Rotary International Britain and Ireland and as such our aims mirror those of the global organisation, which are to raise funds from the general public and use those funds to Rotary global appeals. Rotary International Britain and Ireland also has in place a Constitution document which outlines the duties and responsibilities of all club officers, and this document is reviewed annually.

The income generated by our club usually comes from four fundraising initiatives, but this year due to covid19 restrictions three of these had to be cancelled. Our Santa Sleigh campaign did go ahead but without any street collections. A town centre static sight was used in accordance with Local Authority covid19 guidelines, and we set up a remote fundraising facility with Just Giving. Because of the lack of fundraising events, most of our members made personal contributions to add to our existing charitable funds which enabled the club to continue to support a number of good causes.

This year we again claimed Small Donations Gift Aid on our restricted Santa Sleigh street collections, and also on the personal donations made to the club by its members.

The Club is led by the incumbent President, and separate committees are responsible for looking after different aspects of the club's operation. The committees are :-

Club Services and Communications, Rotary Foundation, Rotary International, Youth Activities, Fundraising, Community/Vocational and Membership.

The chairman of each committee, club secretary, club treasurer, and the president for the ensuing year make up the Club Council which meets monthly under the chairmanship of the president. At these meetings, reports are given by the President, the Secretary and each committee chairman.

In addition, the Treasurer presents an up to date report on the club's finances, including the bank reconciliation for the previous month. At a Special General Meeting held every November, the Treasurer submits the club accounts for the previous year to the members for approval.

All of our fundraising events are devised, managed and run by our fundraising committee and supported by our club members, and our Community/Vocational and Youth Activities committees are charged with looking out for local good causes and individuals in need of support either physically or financially. Despite the lack of fundraising events, and thanks to the support given by our members, we were still able to give financial support totalling £15,669.38 to 30 local and UK good causes and individuals, many of whom had been severely affected by covid19. We also contributed £1,500 to 2 global appeals supported by Rotary International. All funds in support of international appeals are sent either via UK based Rotary-approved agencies or via Rotary clubs based in the areas where the good causes are located.

Our fundraising activities are covered by the Safeguarding, Health and Safety and Insurance policies laid down by Rotary International Britain and Ireland and reviewed annually. In carrying out all of our fundraising activities this year, I can declare that there were no serious incidents or matters to report.

Report prepared on 30<sup>th</sup> September 2021 on behalf of the Trustees.

Colin Martindale  
Treasurer and Trustee

**Rotary Club of Stafford Castle**

**Charity No. 1026624**

**Income and Expenditure Account for the Year Ended 30<sup>th</sup> June 2021**

		<b><u>2021</u></b>
Cash Donations		21155
Grants & Sponsorships		7557
Fundraising Received		3135
Gift Aid Claim		<u>2034</u>
		33881
<b><u>Deduct Expenditure</u></b>		
Cash Donations Paid	14474	
Donations in Gifts	2695	
Fundraising Expenses	54	
Repairs and Renewals	877	
Accountancy Charges	295	
Minibus - Fuel	96	
- Repairs	427	
- Insurance & Tax	1009	
- Depreciation	205	
Depreciation of Tools	66	
		<u>20198</u>
<b><u>Excess of Income over Expenditure</u></b>		<u><u>13683</u></u>

I approve these accounts as the Treasurer for the Rotary Club of Stafford Castle and confirm that I have made available all relevant records and information for their preparation.

*Colin Martindale*

Colin Martindale (Nov 25, 2021 11:12 GMT)

In accordance with instructions given to us, we have prepared without carrying out an audit, the above accounts from the accounting records of Rotary Club of Stafford Castle, and from information and explanations supplied to us.

**Stafford**  
**November 2021**

**Stafford Business & Accountancy Services**



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Rotary Club of Stafford Castle

No (if any)  
1026624

CC16a

## Receipts and payments accounts

For the period from	Period start date 1st July 2020	To	Period end date 30th June 2021
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Cash Donations	21,155	-	-	21,155	5,766
Grants & Sponsorships	7,557	-	-	7,557	7,602
Fundraising Received	3,135	-	-	3,135	1,000
Gift Aid Claim	2,034	-	-	2,034	21,488
	-	-	-	-	2,256
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>33,881</b>	<b>-</b>	<b>-</b>	<b>33,881</b>	<b>38,112</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>33,881</b>	<b>-</b>	<b>-</b>	<b>33,881</b>	<b>38,112</b>
<b>A3 Payments</b>					
Cash and Gift Donations	17,169	-	-	17,169	14,783
Room/Equipment Hire	-	-	-	-	8,197
Vehicle Costs	1,532	-	-	1,532	3,483
Repairs and Renewals	877	-	-	877	-
Office Expenses and Insurance	-	-	-	-	1,908
Accountancy Fees	295	-	-	295	260
Casual Wages/Fundraising Costs	54	-	-	54	5,000
Refreshments	-	-	-	-	441
Medical, Health and Safety Costs	-	-	-	-	1,782
<b>Sub total</b>	<b>19,927</b>	<b>-</b>	<b>-</b>	<b>19,927</b>	<b>35,854</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>19,927</b>	<b>-</b>	<b>-</b>	<b>19,927</b>	<b>35,854</b>
<b>Net of receipts/(payments)</b>	<b>13,954</b>	<b>-</b>	<b>-</b>	<b>13,954</b>	<b>2,258</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>13,954</b>	<b>-</b>	<b>-</b>	<b>13,954</b>	<b>2,258</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at Bank as at 30th June 2020	13,747	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	13,747	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Motor Vehicle	Trust Fund	2,000	819
	Equipment	Trust Fund	414	265
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B5 Liabilities</b>	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Creditors	Trust Fund	295	
		-	-	
		-	-	
		-	-	
		-	-	
Signed by one or two trustees on behalf of all the trustees		Signature	Print Name	Date of approval
		Colin Martindale	Colin Martindale	25/11/2021
		Colin Martindale (Nov 25, 2021 11:12 GMT)		



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
Rotary Club of Stafford Castle

On accounts for the year  
ended

30<sup>th</sup> June 2021

Charity no  
(if any)

1026624

Set out on pages

2

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no material matters have come to my attention (other than that disclosed below \*) which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Charities Act or
- the accounts do not accord with the accounting records

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

\* Please delete the words in the brackets if they do not apply.

Signed:

M de Bec

Date:

25<sup>th</sup> November 2021

Name:

M. de Bec on behalf of Stafford Business and Accountancy Services

Relevant professional  
qualification(s) or body  
(if any):

Address:

4b Eastgate Street, Stafford, Staffordshire, ST16 2NQ


<b>Section B</b>	<b>Disclosure</b>
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Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**

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