

Rotary Club of Witney

Trust Fund Trustees Report for the year ended 30 June 2021

Rotary Club of Witney Trust Fund, Witney, Oxfordshire is registered with the Charity Commission, Number 1028759 and constituted by Deed of Trust dated 25 January 1971.

Trustees

Rotarians John Simpson, Mike Alexander, and Keith Crawford served as trustees throughout the year. Chris Moxon served until he resigned on 23 September 2020. Coleen Hunter became a trustee on 16 November 2020.

Appointment and induction of trustees

Trustees must be members of the Rotary Club of Witney and can be appointed or removed at a duly constituted meeting of the club. This is defined by the trust deed as any regular weekly meeting of the club. Training is given where necessary and attendance at district and national events is encouraged to gain experience of the workings and activities of Rotary on a national and international level.

Objects

The objects of the charity are “to apply both the capital and income thereof to or for the relief of the poor and needy or to or for such other charitable purpose institution or society or object as the club shall direct at a duly constituted meeting.”

In order to meet these objects, the club considers requests for assistance through the work of its committees: Elderly, Youth, Foundation and International. Fundraising events are organised to generate funds to be distributed and a budget is set at the beginning of the year.

Public benefit

Due to the Covid lockdown the club has been unable to be involved in organising local community events, such as the Witney Carnival in July and Christmas Lights switch on. We did, however, manage, in conjunction with Round Table to help Santa take his sleigh round much of Witney. Our members have not been able to socialise together and many have donated money to the Trust Fund they have not spent on such socialising. This has meant that we have been able to donate money to all three local food banks, several local schools and some other charities that needed extra help because of the Covid lockdown.

During the year total unrestricted funds raised amounted to £11,978 (2020 £10,826). Out of this we paid £10,584 (2020 £9,777) to support a variety of deserving causes both locally and abroad. Amongst the larger amounts this year were donations to the Rotary Foundation and for End Polio Now of £1,100 each and the purchase of two Shelterboxes for £1,180.

The President's charity for the year was Global Sight Solutions, which provides eye care in the developing world. £5,605 passed through the Club's account and, augmented by other District and international Rotary Funds, will be used to equip an eye hospital in Vijayawada, India.

The Club set up a restricted fund to help schools provide 'catch-up' teaching to pupils particularly adversely affected by the Covid lockdown. The Club gave £1,500 to this fund and also received contributions totalling £4,000 from three other local charities. Donations have been made to four local primary schools. There is £1,000 remaining at the end of the year still to be disbursed.

Investment policy

Excess funds (ie monies not needed for short term disbursement) are invested with Charities Official Investment Fund.

Rotary Club of Witney

Reserves policy

The club aims to maintain unrestricted reserves at a level to ensure it can continue to carry on its activities until such time as further funds are earned from fund-raising. This is felt to be at least £2,000. Unrestricted funds at the year end, for which no designation had been made, amounted to £7,580 (2020 £6,477) which, again is a higher amount than normal. This is because funds were to some extent conserved to ensure that once the Covid 19 lockdown eased there would be funds available to permit the resumption of many of the community enhancing activities that the club had previously been able to provide.

In addition, the club holds two significant Restricted Funds. One, to be used for the benefit of the elderly of Witney, stood at £11,911 on 30 June 2021 (2020 £11,793). The other is the new fund to help schools provide 'catch-up' teaching described above. This stood at £1,000 at 30 June 2021 (2020 £Nil).

Major risks

All activities involving members of the public are subject to individual risk assessments and are covered by a comprehensive insurance policy arranged for all Rotary clubs by Rotary in Great Britain and Ireland.

The Club's finances are monitored through monthly accounts presented to Club Council and through a 6-monthly budget review by the Club and the Trustees. In addition, the club does not finally commit to any events or monetary donations until it actually has generated the requisite funds. All payments require dual authorisation.

The Club takes seriously its responsibilities with regard to behaviour of its members and safeguarding of children and vulnerable adults. Any breaches or complaints would be brought to the attention of Club Council.

This report was approved by the trustees on 9 August 2021 and signed on their behalf by

K E Crawford,
Chair of Trustees

Rotary Club of Witney

Independent examiner's report to the trustees of Rotary Club of Witney Trust Fund

I report to the trustees my examination of the accounts of the Rotary Club of Witney Trust Fund for the year ended 30th June 2021.

Respective responsibilities of trustees and examiner

As the trustees of the Rotary Club of Witney Trust Fund you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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

Independent examiner's statement

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

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

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

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J M Russell FCA

Just Audit &
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12 November 2021

Rotary Club of Witney

Trust Fund

RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2021

	2021			2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
RECEIPTS				
Carnival	-	-	-	2,070
Crisis at Christmas collection	-	-	-	260
Children in Need Pudsey monies	-	335	335	1,586
Christmas lights switch on	-	-	-	3,064
Colour Run receipts for August 2021 event	305	-	305	-
District Grants	625	875	1,500	1,500
Donation from Carterton TC for crocuses	-	400	400	-
Donation for Witney ALBS	-	400	400	-
Donations for British Heart Foundation in memory of George Bennett	-	812	812	-
Donations for Covid 19 fund	-	2,673	2,673	5,473
Donations for Foundation	-	575	575	-
Donations for Global Sight Solutions	-	5,605	5,605	-
Donations received	-	-	-	2,026
Gift aid (£1,001 allocated to other headings)	3,133	-	3,133	3,245
Interest received	200	360	560	593
Miscellaneous receipts	-	-	-	487
Race Night	-	-	-	1,244
Raffle at 4 November dinner for EPN	-	-	-	215
Santa's sleigh donations	-	899	899	-
Schools catch- up Funds donations received	-	4,000	4,000	-
Street collection – Bahamas hurricane	-	-	-	2,201
Street collection – Shelterbox	-	-	-	968
Sundry donations, mainly 'lunch' money	7,645	-	7,645	-
Sunshine box contributions	70	-	70	984
Wychwood Forest Fair				670
Available for donations	11,978	16,934	28,912	26,586
PAYMENTS per pages 5 and 6	10,584	17,956	28,540	23,459
NET SURPLUS/(DEFICIT) FOR THE YEAR	1,394	(1,022)	372	3,127
Bank balance at beginning of the year	6,454	14,470	20,924	17,797
BANK BALANCE AT END OF THE YEAR	7,848	13,448	21,296	20,924

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RECEIPTS AND PAYMENTS FOR THE YEAR ENDED 30 JUNE 2021 (Continued)

	2021			2020
	Unrestricted	Restricted	Total	Total
	£	£	£	£
PAYMENTS				
Seniors				
Flowers			-	15
Grant request			-	60
Senior citizens Christmas concert			-	258
St Mary's Elderly Christmas lunch			-	300
Summer tea party			-	228
Twixt party for the elderly/lonely			-	406
Volunteer Link-Up		250	250	-
Foundation				
Donations for End Polio Now	1,100	245	1,345	1,415
Contribution to Foundation	1,100	330	1,430	1,210
Contribution toward 'Have Your Say' event costs			-	175
Crocuses	96	400	496	-
Global Sight Solutions	1,000		1,000	-
International				
Alans Africa	400		400	2,250
Bursaries			-	350
Creating Better Futures			-	175
Global Sight Solutions		500	500	75
Learning 4 life – fuel saving eco-stove	250		250	-
Rotary Club of Marlow – ebola	450		450	-
Rotary Club of Roxas City, Phillipines			-	150
Shelterbox	1,180		1,180	590
Wye Valley Zambia project				
Youth				
Cotswold Wild Life visit for A&W College			-	418
Friends of Hailey School			-	325
Interact expenses	50		50	448
Mulberrybush School outing			-	600
Kids Day Out	300		300	273
Pudsey costs			-	20
Technology Tournaments			-	336
Tower Hill School young carers			-	458
Watch Out books			-	50
Young Artist Competition	158		158	-
Youth Speaks			-	372
Other				
Sunshine box donations	228		228	1,170
Aquabox			-	1,100
Bahamas Disaster Relief Fund			-	804
Besom Food Bank from District Grant		450	450	450

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Breakfast packs for 3 local schools 'disadvantaged families	700		700	-
British Heart Foundation in memory of George Bennett		812	812	-
Children in Need		335	335	1,586
Crisis at Christmas	275		275	260
Donations forwarded to Rotary Foundation			-	1,050
Donations made from Covid 19 fund		4,330	4,330	3,817
Donations to the 3 local food banks from Santas' Sleigh and District Grant		1,299	1,299	-
Global Sight Solutions		5,605	5,605	-
Hampers to St Marys and schools	270		270	-
ICE video production cost	350		350	-
Inner Wheel re Pimms Bar at Carnival			-	250
Kids Out			-	200
RFUK			-	250
RYLA candidate	677		677	-
Schools Catch Up - Witney Community Primary	1,000	-	1,000	-
- Tower Hill School	500	1,500	2,000	-
- St Marys Primary		500	500	-
Queen Emmas Primary		1,000	1,000	-
Shelterbox			-	1,565
Witney Action to Learning Beyond School	500	400	900	-
TOTAL	10,584	17,956	28,540	23,459

Several small unrestricted donations have been made to the charity by its trustees – these amount in total to some £250.

Rotary Club of Witney

Trust Fund

STATEMENT OF ASSETS AND LIABILITIES AT 30 JUNE 2021

	2021			2020
	Unrestricted	Restricted	Total	
	£	£	£	£
Assets				
District 1090 for a District Grant	-	-	-	450
Bank account	5,296	-	5,296	4,924
COIF investment at cost*	<u>2,552</u>	<u>13,448</u>	<u>16,000</u>	<u>16,000</u>
	<u>7,848</u>	<u>13,448</u>	<u>21,296</u>	<u>21,374</u>
*At 30 June 2021 the market value of the COIF investment was £17,926 (2020 £18,736)				
	2021			2020
Unrestricted Funds	£			£
Designated				
Sunshine box	268			427
Undesignated	7,580			6,477
Restricted Funds				
The elderly of Witney		11,911		11,791
Donations for a Youth Services dinner		512		512
Covid 19 Fund		-		1,657
Anon donation for International		-		500
Donation for Foundation		-		10
District Grant not yet paid over		<u>25</u>		
Schools Catch-up fund monies not yet disbursed		<u>1,000</u>		
	<u>7,848</u>	<u>13,448</u>		<u>21,374</u>

The accounts were approved by the Council of the Rotary Club of Witney on 13 September 2021 and signed on their behalf by:

J Hunter
President

Rotary Club of Witney

RECEIPTS AND PAYMENT FOR THE YEAR ENDED 30 JUNE 2021

CLUB ACCOUNT (not part of the accounts for the charity which is the Rotary Club of Witney Trust Fund)

	2021		2020
	£	£	£
RECEIPTS			
Members' subscriptions – current year	4,797		4,840
Members' subscriptions – 2021/22	220		-
New member bounty received from District	80		-
Draw surplus	1,500		1,376
Draw subscriptions received in advance for 2021/22	900		-
Interest	1		13
Draw prizes not taken up	25		-
Lunch money donation paid into this account in error	44		-
Sales of Story of Witney Blankets	-		26
Received for 30 June 2018 President's event	-		50
Sale of lapel badges, tabards etc	-		17
Recovery of costs paid in 2019 for Wychwood Forest Fair	-		<u>327</u>
		7,567	<u>6,649</u>
PAYMENTS			
RIBI capitation	2,992		2,934
District capitation	462		810
Trailer purchase plus clamp	-		551
Trophy engraving	-		83
Witney Lakes and Blue Boar staff gratuities	-		100
Speakers'/guests' meals	-		382
Lunch AWOLs through error	-		2
Funding for 2021 Witney Carnival	1,000		-
Web expenses	50		181
Payment to Trust Fund for the use of Ashley's shed	500		-
Expenses for collection of face masks etc	-		70
Presents for Club Christmas party	222		-
Fees for the use of Zoom	144		98
Regalia	70		43
Bank charges	-		59
Flowers/cards for illness/bereavement etc	-		34
PAT testing	35		34
Draw money donated to Covid 19 fund/End Polio Now	-		591
Fees paid for use of card payment system	-		146
Insurance	155		183
Miscellaneous	70		122
Honorarium for Independent Examination	<u>150</u>		<u>150</u>
		5,850	<u>6,573</u>
Net Surplus for the year		1,717	76
Funds held on behalf of Bicester Pioneer Rotary Club		946	-
Bank balance at beginning of the year		<u>3,392</u>	<u>3,316</u>
BANK BALANCE AT THE END OF THE YEAR		<u>6,055</u>	<u>3,392</u>