

Trustees' Annual Report for the period						
Period start date			To	Period end date		
Day 1	Month Jan	Year 2021		Day 31	Month Dec	Year 2021

Section A

Reference and administration details

Branch name

Newark and District

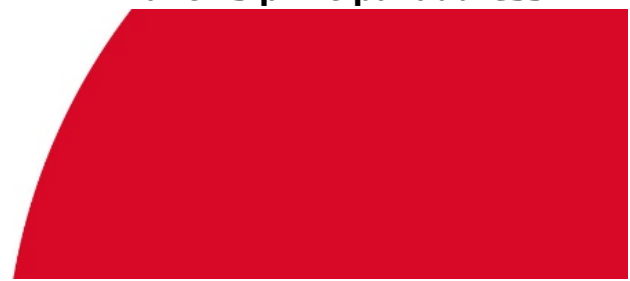
(referred to hereinafter as either the "Branch" or the "Charity")

Other names / number Branch is known by

Registered charity number (if any)

1077314

Branch's principal address



Newark on Trent

Notts

Postcode
NG24 1TN

Names of the Branch charity trustees who manage the charity (generally known as the Branch Committee)

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Allan A Brooke	Branch Chair	23 March 2021	
2	Susan Parker	Branch Treasurer	"	
3	Marilyn Brooke	Branch Secretary	"	
4	John Dennis Atkins	Branch Vice-Chair	"	
5	Allan Hildage	Welfare Officer	7 June 2021	
6	Robin Docksey	Membership Secretary		
7	Paul Watson	Committee Member		

9			
10			
11			
12			
13			
14			
15			

Names of any other trustees for the Branch (for example, any custodian trustees in relation to branch property)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Section B Structure, governance and management

Description of the branch's trusts

Type of governing document (e.g. trust deed, constitution)	Royal Charter, Rules, Byelaws, Area and Branch Regulations of the Royal Air Forces Association.
How the Branch charity is constituted (e.g. trust, association, company)	Unincorporated association
Trustee selection methods (e.g. appointed by, elected by)	Elected by the branch membership



Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the branch's organisational structure and any wider network with which the charity works;
- relationship with any related parties (including branch club);
- trustees' consideration of major risks and the system and procedures to manage them.

Charity's organisational structure

The charity is a branch of the Royal Air Forces Association which is a Royal Charter body and registered as a charity in England and Wales under number 226686 and in Scotland under SC037673 ("the Association"). The Association has many branches all of which share the same charitable object as the Association and are subject to the same constitution.

Trustee induction and training

Related party relationships - Branch Club

Risk management

Section C

Objectives and activities

Summary of the objects of the branch set out in its governing document

To promote, through the comradeship engendered by its members, the welfare by charitable means of all serving and former members of Her Majesty's Air Forces, their spouses and dependents, together with the widows and widowers and dependents of those who died whilst serving or subsequently.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Provide weekly drop-in Morning Coffee on Wednesdays and Saturdays for all veterans, members, dependants, and friends of the Association.
Provide breakfasts for Veterans and their families every other month.
Participate in local Civic organized military ceremonies. Our Standard Bearer attended 14 events including 1 funeral of Ex-Spitfire Pilot and 1 RAF Sgt who tragically died at age of 30 years, 2 Mins Silence on Newark Town Hall steps, Service of Remembrance at RAF Balderton Memorial, Newark Armed Forces where branch hosted many Ex and serving personnel,

Remembrance Day and Remembrance Sunday when again the branch hosted many serving and retired forces personnel. We hosted a Christmas Party for our members and guests and held open meetings for our branch members. We hosted meetings for RBL, Sherwood Foresters, Age Concern Parachute Regiment and retired Notts Police Officers. We hosted a RAF Regiment Reunion Weekend and more are being arranged. We also hosted the National Career Service for young persons throughout July and August. Probably the most important celebration was the Branch's 75th Celebration when we paraded our new Newark and District Branch Standard which proudly displayed our platinum tassels. Local dignitaries and organizations, RAFA Branches and personnel from the Armed Forces were invited. 2021 Wings Appeal was challenging due to Covid rules, but thanks to the support of local people we raised a respectable amount.

Welfare support was offered to a number of members as well as continuing welfare support due to Covid.

RAFA Area personnel together with our Area Council Representative advised and supported our trustees in fulfilling our roles by holding meetings with branch and club committee members and Trustees attended virtual RAFA training including Trustee Training, Role of Chair, Treasurer and Secretary.

A new innovation is producing a quarterly magazine which reaches all members by email or printed copies available in the Branch HQ. This has been enthusiastically received and is an excellent conduit for sharing information between members and other voluntary and local groups.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

Next year there will be discussion and decisions on the following points:

GOVERNANCE including membership qualification, reviewing Club Constitution, apportion responsibilities and or form sub-committees, branch/club development including entertainment, ceremonial, recruitment, membership. LIAISON including RAFA Area Council, 1260 ATC Sqn, Newark Armed Forces Working Group, local branches eg. RBL, RNA, SSAFA, Newark Patriotic Fund, CAB as well as local authorities. RECRUITMENT will include identifying and implementing potential membership incentives including Members Bar reductions, Morning Coffee discounts, function discounts, group activities and promote use of Club/Branch facilities for local charity and voluntary groups. RAFA Newark Club is run mainly by volunteers as a business where the profits are donated back to the branch.

Applications for Covid grants has assisted the branch club, and 2022 there is an intention to seek other grants to refurbish

Section D

Achievements and performance

Summary of the main achievements of the branch during the year

Recovering charity and business from Covid crisis including forming new committees and recruiting more volunteers including retired Forces Personnel especially RAFA branch members.

Celebrating the 75 years the branch has been in existence.

Continuing our goal to raise local awareness regarding our branch and club.

Promoting our branch and club by representation on the joint Armed Forces Committee.

Our Standard Bearer, by voluntarily attending 14 events smartly and professionally, and proudly promoting our branch and club.

Successful reopening of Morning Coffee on Wednesdays and Saturdays and supporting young people to voluntarily assist (under strict supervision) as part of their Duke of Edinburgh's Award.

Producing our quarterly magazine "Nimrod" which has increased awareness of our branch and club.

Section E

Financial review

Brief statement of the branch's policy on reserves

After another difficult year due to Covid restrictions, our committee has embraced the restrictions and are pleased to say that running costs, repairs and purchase of equipment have all been met. A contingency fund is in place, stock levels are positive and plans for further expenditure to improve the facilities are planned.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)



You **may choose** to include additional information, where relevant about:

- the branch's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the branch;
- investment policy and objectives including any ethical investment policy adopted.

Funding sourced by Morning Coffee, hire of facilities to commercial military and voluntary organizations and private functions. We are particularly proud of being able to offer our facilities for Funeral Wakes. These are more difficult giving the time-frame and our thoughtful and kind approach has been welcomed by bereaved persons – so much so a number of donations have been offered.

We have sufficient funding to support operating costs with the opportunity of offering a drop-in facility.

The lease arrangement between the branch and club is now formalised and is overseen by RAFA Estates Officer and our communication channels with her are excellent with face-to-face meetings, emails and phone calls.

Our experienced branch treasurer is now transferring to the Club in order to become the Club Treasurer and she will also continue to support the new branch treasurer.

Our greatest achievement is to have the branch and club committees working together in a very friendly, professional manner and both committees understanding the ethos of voluntarily running a RAFA branch and club.

Section F Other optional information

Section G Declaration

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

Signed on behalf of the branch's trustees

Signature(s)		
Full name(s)	Allan A Brooke	RAFA Newark and District Branch Chair
Position (eg Secretary, Chair, etc)	Branch Chair	



THE ROYAL AIR FORCES
ASSOCIATION NEWARK BRANCH
ACCOUNTS FOR THE PERIOD
ENDED 31 DECEMBER 2021

THE ROYAL AIR FORCES ASSOCIATION NEWARK-
BRANCH INCOME & EXPENDITURE ACCOUNT
FOR THE PERIOD ENDED 31 DECEMBER 2021

	<u>2021</u> £	<u>2020</u> £
<i>Income</i>		
Coffee Sales	3873	1096
Room Hire	3679	75
Donations		500
Fund Raising Events		144
Club Lease		2900
Security Lights & Car Park		462
Premises Licence	348	
Membership Rebate		880
NSDC C-19 Support Grant	16721	10000
Utilities Refund	1214	649
Rates Refund		63
Bear Sales		109
HMRC Charities	3161	
Deposit account	<u>1820</u>	<u>16</u>
	<u>30817</u>	<u>16894</u>
<i>Less Expenses:</i>		
Events Expenses	279	202
Cleaning Costs	1513	420
Utility Costs	471	1085
Rates	617	60
Insurance	1391	708
Licences	507	228
Waste Disposal		85
Repairs & Maintenance	1382	217
Telephone & Internet	777	418
Travel and subsistence	223	
Equipment		8122
Loan repayments		1092
Accountancy fees	300	150
Sundry Expenses		260
123		
Subscriptions	35	
Fire and Security	1129	
RAFA Trading		550
Wages	84	
Hire		140
Light and heat	1947	
	<u>19177</u>	<u>5338</u>
<i>Surplus of Income over Expenditure for the</i>	11639	11556
Adjustment for Inter Account Transactions	1446	3287
Accumulated Fund balance brought forward	17787	2944
<i>Accumulated Fund balance carried forward</i>	<u>£ 30872</u>	<u>£ 17787</u>

THE ROYAL AIR FORCES ASSOCIATION NEWARK - BRANCH

BALANCE SHEET

AS AT 31 DECEMBER 2021

	<u>31.12.21</u>	<u>31.12.20</u>
<i>Current Assets:</i>		
Cash at Bank:	10310	21490
Deposit Account	1599	1599
Refurb Fund	2500	
HQ Fund	21820	
Cash In Hand	184	<u>238</u>
	36412	<u>23327</u>
<i>Current Liabilities:</i>		
Loan		
<i>Grants:</i>		
Branch Match Grant	4192	4192
FRA Grant	392	392
Maintenance Grant	956	<u>956</u>
	5540	<u>5540</u>
<i>Net Current Liabilities</i>	<u>30872</u>	<u>17787</u>
<i>Net Assets</i>	<u>£ 30872</u>	<u>£ 17787</u>
Accumulated Funds	<u>30872</u>	<u>17787</u>
<i>Reserves</i>	<u>£ 30872</u>	<u>£ 17787</u>

Accountants' Report

In accordance with instructions given to us we have prepared, the above balance sheet and annexed accounts from the accounting records of The Royal Air Forces Association Newark Branch and from information and explanations supplied to us.

27
Castlegate
Newark
Notts
NG241BA

Signed: BARKER MAULE & CO
Chartered

Accountants 21

March 2022

THE ROYAL AIR FORCES
ASSOCIATION NEWARK BRANCH
ACCOUNTS FOR THE PERIOD
ENDED 31 DECEMBER 2021

THE ROYAL AIR FORCES ASSOCIATION NEWARK-
BRANCH INCOME & EXPENDITURE ACCOUNT
FOR THE PERIOD ENDED 31 DECEMBER 2021

	<u>2021</u> £	<u>2020</u> £
<i>Income</i>		
Coffee Sales	3873	1096
Room Hire	3679	75
Donations		500
Fund Raising Events		144
Club Lease		2900
Security Lights & Car Park		462
Premises Licence	348	
Membership Rebate		880
NSDC C-19 Support Grant	16721	10000
Utilities Refund	1214	649
Rates Refund		63
Bear Sales		109
HMRC Charities	3161	
Deposit account	<u>1820</u>	<u>16</u>
	<u>30817</u>	<u>16894</u>
<i>Less Expenses:</i>		
Events Expenses	279	202
Cleaning Costs	1513	420
Utility Costs	471	1085
Rates	617	60
Insurance	1391	708
Licences	507	228
Waste Disposal		85
Repairs & Maintenance	1382	217
Telephone & Internet	777	418
Travel and subsistence	223	
Equipment		8122
Loan repayments		1092
Accountancy fees	300	150
Sundry Expenses		260
123		
Subscriptions	35	
Fire and Security	1129	
RAFA Trading		550
Wages	84	
Hire		140
Light and heat	1947	
	<u>19177</u>	<u>5338</u>
<i>Surplus of Income over Expenditure for the</i>	11639	11556
Adjustment for Inter Account Transactions	1446	3287
Accumulated Fund balance brought forward	17787	2944
<i>Accumulated Fund balance carried forward</i>	<u>£ 30872</u>	<u>£ 17787</u>

THE ROYAL AIR FORCES ASSOCIATION NEWARK - BRANCH

BALANCE SHEET

AS AT 31 DECEMBER 2021

	<u>31.12.21</u>	<u>31.12.20</u>
<i>Current Assets:</i>		
Cash at Bank:	10310	21490
Deposit Account	1599	1599
Refurb Fund	2500	
HQ Fund	21820	
Cash In Hand	184	<u>238</u>
	36412	<u>23327</u>
<i>Current Liabilities:</i>		
Loan		
<i>Grants:</i>		
Branch Match Grant	4192	4192
FRA Grant	392	392
Maintenance Grant	956	<u>956</u>
	5540	<u>5540</u>
<i>Net Current Liabilities</i>	<u>30872</u>	<u>17787</u>
<i>Net Assets</i>	<u>£ 30872</u>	<u>£ 17787</u>
Accumulated Funds	<u>30872</u>	<u>17787</u>
<i>Reserves</i>	<u>£ 30872</u>	<u>£ 17787</u>

Accountants' Report

In accordance with instructions given to us we have prepared, the above balance sheet and annexed accounts from the accounting records of The Royal Air Forces Association Newark Branch and from information and explanations supplied to us.

27
Castlegate
Newark
Notts
NG241BA

Signed: BARKER MAULE & CO
Chartered

Accountants 21

March 2022