

REGISTERED CHARITY NUMBER: 1091507

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2021
FOR
ROTARY SHOEBOX SCHEME**

ROTARY SHOEBOX SCHEME

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ROTARY SHOEBOX SCHEME
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2021

The trustees present their report with the financial statements of the charity for the year ended 30 June 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The scheme aims to serve underprivileged people of central and eastern Europe by supplying comfort and raising morale through delivering special shoeboxes filled with gifts from Great Britain and Ireland.

The scheme assists these people by transporting gifts from donors. The gifts are sent to such establishments as hospitals, children's homes, schools, community centres and long term refugee camps.

Policy

The trustees, the majority of whom must be members of clubs of Rotary International in Great Britain and Ireland, fulfil these objectives by :

- a) Working with the network of clubs of Rotary International within Great Britain and Ireland plus other non Rotary based organisations and individuals to fill specially made shoeboxes with suitable gifts.
- b) Encouraging these clubs to consider inviting people in their local communities to fill shoeboxes.
- c) Appointing distributors in Central and Eastern Europe who are able to receive bulk loads of shoeboxes and deliver them to families and organisations where people are in great need. If possible we involve the local Rotary clubs.
- d) Requiring a report to be written by the distributors giving information about the final destination and recipients of each distribution.
- e) Working in partnership with other charitable organisations and individuals to maximise the effectiveness of the operation.
- f) Providing continuity of supply to our overseas distributors.
- g) Providing information for the people who have filled shoeboxes about the deliveries made to Central and Eastern Europe.

Volunteers

The trustees, management and helpers are all volunteers who do not receive any wages or salary.

ROTARY SHOEBOX SCHEME
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2021

ACHIEVEMENT AND PERFORMANCE

Review of operations

The country was still in lockdown due to the covid 19 pandemic at the start of our year and we had been unable to gain access to the warehouse since the end of March. Some restrictions were relaxed from 4th July 2020, following which we were invited by our landlord, International Aid Trust, to a meeting to discuss future operations.

At that meeting we were advised that the pandemic had resulted in serious financial pressure on International Aid Trust and that they had made the decision to vacate the warehouse by Christmas 2020 and that we should seek alternative accommodation. We were fortunate to secure new warehouse facilities at Royton, near Oldham, with effect from 1st September 2020.

In anticipation of our move to Royton, it was decided to send all the filled boxes in the warehouse to Romania and Moldova to avoid duplicate handling. This decision was met with some resistance from IAT as there were still covid restrictions in place with regard to social distancing and this resulted in a delay. However, a team of Rotarians volunteered to load a trailer and 12,589 boxes were eventually despatched on 16th September 2020. The load was divided -

5299 - Iasi 2000 Rotary Club
7290 - Chisinau Rotary Club

All remaining property of the scheme was transferred to the new warehouse and a new era began with more control and total independence for our future.

Various covid restrictions remained in place for the remainder of the year but with careful planning and conformity to government guidelines, we were able to operate successfully without further interruption. We began to accept filled shoeboxes that had been delayed during the lockdown and despatched flatpacks orders. Inevitably the numbers were down by 50% on previous years but we were pleasantly surprised and grateful to our supporters who managed to support the scheme under difficult conditions across the country.

The response over the Christmas period enabled us to send 11,295 boxes to the Good Samaritan Charity Foundation in Odesa, Ukraine. This consignment was containerised and sent by ship, another first for the scheme as all previous deliveries had been by road transport.

In June, we were able to despatch 6,171 boxes by road to the Prison Fellowship in Cluj Napoca, Romania, which took our stock of filled boxes to nil at the start of the new Rotary Year.

To improve our customer service, a new order processing system was developed that allows customer order entry, auto acknowledgement and invoicing, and real time stock recording. The system became "live" in conjunction with our move to Royton and we acknowledge the contribution of trustee Clive Gardiner in the successful development and implementation of the system.

Filled boxes are defined by category: Baby - gifts for mothers and babies up to 1 year old, Toys - for boys and girls up to the age of 12, Teenager - for young adults and Household - useful items for struggling families and something for the adults. Demand is still high for household and teenage boxes, and our supporters are encouraged to fill boxes for these categories. While donated quantities of these categories have increased, demand continues to exceed the numbers we are able to supply. Boxes filled with toys account for more than 45% of the total, many coming from primary school children who pass on cherished toys as gifts for children less fortunate than themselves.

Community groups, schools and businesses across the countries enjoy filling and donating the gift of a shoebox. Much of this activity is co-ordinated by local Rotarians who voluntarily give their time and expertise to support the charity. Their activities include school assemblies, presentations at Rotary and other meetings, delivering, collecting and storing boxes ready for transportation to our warehouse and generally supporting and promoting the scheme where possible.

The trustees acknowledge with thanks the commitment that Rotarians and supporters give to the scheme and it is their goodwill that helps us to minimise the cost of distribution.

ROTARY SHOEBOX SCHEME
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2021

Normally, local Rotarians and friends volunteer to attend the warehouse on a regular basis to sort the boxes into the four categories. This activity has been severely restricted due to the pandemic but we are grateful to those who have helped during this period. Boxes are not opened during the sort process as we rely on the individuals who fill the box to ensure that it is of an acceptable quality. Unfortunately, many of the boxes fail to meet that standard and where it is obvious that the box content is of poor quality, they are separated for future investigation. They are re-packed, often with additional gifts included, and returned to the sorting process.

The trustees appreciate the assistance of all the volunteers at the warehouse, without whose support it would be impossible to fulfil our obligations. The trustees are also pleased to report another accident free year at the warehouse.

Marketing is primarily through our website and Facebook and we thank trustee Clive Gardiner for the continued maintenance and development of the sites. Our usual promotional activities, including attendance at Rotary Conferences and speaking at Rotary Clubs, Inner Wheel Clubs and other interested organisations, were suspended due to the pandemic. We attended the virtual Volunteer Expo, which was organised by Rotary in Great Britain and Ireland, and various members of the team attended a number of Rotary Club meetings via Zoom to promote the scheme and confirm that we continued to operate throughout the pandemic.

The trustees understand the need to maintain close relationships with our distributors in Eastern Europe to ensure that shoeboxes are given to those most in need and to be satisfied that the selection process for the receipt of boxes is satisfactory. We also need to develop our distribution channels and look for new opportunities to expand the charity. As reported last year, we have identified areas where the scheme could be developed and have spoken to distribution partners to establish how this expansion can be accommodated. This activity has been suspended during the pandemic but will be pursued after covid restrictions are removed.

The public benefit of the scheme is to provide humanitarian aid to people in need in Eastern Europe and to spread a little happiness to those whose everyday lives are blighted by circumstance or poverty. The shoebox may be the only gift they have ever received. The trustees also believe that there is a public benefit to the individuals who fill the boxes, especially children who experience the joy of giving and helping others who are less fortunate than themselves. Schools are particularly appreciative of this aspect of the scheme.

The Rotary Shoebox Scheme is supported by Rotary International in Great Britain and Ireland, is non-political and non-denominational and boxes are distributed all year round to people of all ages on a strictly humanitarian basis.

The trustees wish to emphasise that the Rotary Shoebox Scheme is not associated with any other shoebox project.

FINANCIAL REVIEW

Investment policy

The trustees invest surplus funds in a bank account until required for the charity's use.

Reserves policy

The charity is a non profit making organisation and any profits earned are retained within the reserves to support future years.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document dated 13 May 1997 as amended by supplemental deeds dated 22 February 2002 and 29 January 2011.

Recruitment and appointment of new trustees

The power to appoint or remove a trustee is vested in the trustees.

ROTARY SHOEBOX SCHEME
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2021

STRUCTURE, GOVERNANCE AND MANAGEMENT

Organisational structure

The trustees, who meet regularly with the management of the charity, control the scheme. The majority of the trustees are also involved in the daily management of the charity.

The management positions are :

Chairman - N Danby
Secretary - A Graves
Treasurer - Mrs G Danby

In addition to the trustees and a central management team, the majority of whom are Lancashire/Cheshire based, there is a growing team of district representatives located around Britain and Ireland whose purpose is to represent the scheme in their region and assist with aggregating filled shoeboxes.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1091507

Principal address

10 Greenshank Close
Rochdale
Lancashire
OL11 5QE

Trustees

P Clare
N Danby
Dr C Ince
Mrs G Danby
C Gardiner

Independent Examiner

A J Syddall M.A. A.C.A.
P B Syddall & Co
Chartered Accountants
Grafton House
81 Chorley Old Road
Bolton
Lancashire
BL1 3AJ

Bankers

Caf Bank Limited
25 Kings Hill Avenue
Kings Hill
West Malling
Kent
ME19 4TA

ROTARY SHOEBOX SCHEME
REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 30 JUNE 2021

MANAGEMENT

The move to our new warehouse resulted in the resignation of our Warehouse Manager, Jim Houghton. Jim decided that health issues and the distance to Royton prevented him from continuing in his role and it was with regret that his resignation was accepted. The trustees and members of the management team would like to record their thanks to Jim for his many years of service to the scheme and send him and his wife Ann their best wishes for the future.

ACKNOWLEDGEMENTS

The scheme could not operate without the support and goodwill of many people. In particular, Rotarians and the members of Inner Wheel, Rotaract and Interact in Great Britain and Ireland who promote and co-ordinate shoebox campaigns in their local communities.

We acknowledge with appreciation the teams of Rotarians and friends who sort the thousands of boxes received in to the warehouse, ready for despatch.

We recognise the tremendous work carried out by Rotarians, friends and organisations across Eastern Europe who receive our boxes, identify suitable recipients and undertake the distribution, often under very difficult circumstances.

Finally, the trustees wish to thank all the members of the shoebox team for their continued commitment and dedication to the charity.

Approved by order of the board of trustees on 25 April 2022 and signed on its behalf by:



N Danby - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
ROTARY SHOEBOX SCHEME**

Independent examiner's report to the trustees of Rotary Shoebox Scheme

I report to the charity trustees on my examination of the accounts of Rotary Shoebox Scheme (the Trust) for the year ended 30 June 2021.

Responsibilities and basis of report

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 Trust 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 applicable 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.

A J Syddall M.A. A.C.A.
P B Syddall & Co
Chartered Accountants
Grafton House
81 Chorley Old Road
Bolton
Lancashire
BL1 3AJ

25 April 2022

ROTARY SHOEBOX SCHEME

STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2021

	Notes	2021 Unrestricted fund £	2020 Total funds £
INCOME AND ENDOWMENTS FROM			
Donations		4,492	3,273
Shoebox income	2	25,968	65,141
Investment income	3	349	-
Total		30,809	68,414
EXPENDITURE ON			
Other		39,883	63,595
NET INCOME/(EXPENDITURE)		(9,074)	4,819
RECONCILIATION OF FUNDS			
Total funds brought forward		70,221	65,402
TOTAL FUNDS CARRIED FORWARD		61,147	70,221

The notes form part of these financial statements

ROTARY SHOEBOX SCHEME

BALANCE SHEET 30 JUNE 2021

	Notes	2021 Unrestricted fund £	2020 Total funds £
CURRENT ASSETS			
Stocks	5	14,150	12,047
Debtors	6	711	2,210
Cash at bank		51,286	64,655
		<u>66,147</u>	<u>78,912</u>
CREDITORS			
Amounts falling due within one year	7	(5,000)	(8,691)
		<u>61,147</u>	<u>70,221</u>
NET CURRENT ASSETS			
		<u>61,147</u>	<u>70,221</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			
		<u>61,147</u>	<u>70,221</u>
NET ASSETS			
		<u>61,147</u>	<u>70,221</u>
FUNDS	8		
Unrestricted funds		61,147	70,221
TOTAL FUNDS		<u>61,147</u>	<u>70,221</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 25 April 2022 and were signed on its behalf by:



N Danby - Trustee

The notes form part of these financial statements

ROTARY SHOEBOX SCHEME

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

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Stock

Stock is valued at replacement cost as at the end of the financial year.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

The scheme does not have any restricted funds.

2. SHOEBOX INCOME

	2021	2020
	£	£
Shoeboxes	<u>25,968</u>	<u>65,141</u>

3. INVESTMENT INCOME

	2021	2020
	£	£
Bank interest received	<u>349</u>	<u>-</u>

ROTARY SHOEBOX SCHEME

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

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 June 2021 nor for the year ended 30 June 2020.

Trustees' expenses

The trustees receive expenses for the reimbursement of travelling and similar expenditure incurred on the scheme's behalf.

5. STOCKS

	2021	2020
	£	£
Stocks	14,150	12,047

6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Amounts due for shoeboxes	711	560
Prepayments	-	1,650
	711	2,210

7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2021	2020
	£	£
Trade creditors	-	3,691
Provision for unreturned shoeboxes	5,000	5,000
	5,000	8,691

8. MOVEMENT IN FUNDS

	At 1.7.20	Net movement in funds	At 30.6.21
	£	£	£
Unrestricted funds			
General fund	70,221	(9,074)	61,147
TOTAL FUNDS	70,221	(9,074)	61,147

Net movement in funds, included in the above are as follows:

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	30,809	(39,883)	(9,074)
TOTAL FUNDS	30,809	(39,883)	(9,074)

ROTARY SHOEBOX SCHEME

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

8. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.7.19 £	Net movement in funds £	At 30.6.20 £
Unrestricted funds			
General fund	65,402	4,819	70,221
TOTAL FUNDS	<u>65,402</u>	<u>4,819</u>	<u>70,221</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	68,414	(63,595)	4,819
TOTAL FUNDS	<u>68,414</u>	<u>(63,595)</u>	<u>4,819</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.7.19 £	Net movement in funds £	At 30.6.21 £
Unrestricted funds			
General fund	65,402	(4,255)	61,147
TOTAL FUNDS	<u>65,402</u>	<u>(4,255)</u>	<u>61,147</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	99,223	(103,478)	(4,255)
TOTAL FUNDS	<u>99,223</u>	<u>(103,478)</u>	<u>(4,255)</u>

ROTARY SHOEBOX SCHEME

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

9. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 30 June 2021.

ROTARY SHOEBOX SCHEME

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2021

	2021 £	2020 £
INCOME AND ENDOWMENTS		
Donations		
Donations	4,492	3,273
Shoebox income		
Shoeboxes	25,968	65,141
Investment income		
Bank interest received	349	-
Total incoming resources	<u>30,809</u>	<u>68,414</u>
EXPENDITURE		
Other		
Shoeboxes	5,970	28,703
Overseas transport	7,714	7,153
Local transport	7,934	11,440
Rent	11,778	11,111
Marketing	505	1,320
Accountancy	960	960
Telephone	156	226
Stationery	-	922
Mileage and fuel	-	954
Subsistence	27	716
Bank charges	63	90
Shoebox goods bought	1,524	-
Warehouse expenses	1,337	-
M A Smith	1,915	-
	<u>39,883</u>	<u>63,595</u>
Total resources expended	<u>39,883</u>	<u>63,595</u>
Net (expenditure)/income	<u><u>(9,074)</u></u>	<u><u>4,819</u></u>

This page does not form part of the statutory financial statements

ROTARY SHOEBOX SCHEME
C/O 10 Greenshank Close
Rochdale
Lancashire
OL11 5QE

P B Syddall & Co
Chartered Accountants
Grafton House
81 Chorley Old Road
Bolton
BL1 3AJ

Dear Sirs,

ROTARY SHOE BOX SCHEME

We confirm to the best of our knowledge and belief, and having made appropriate enquiries of other trustees and staff of the charity, the following representations given to you in connection with your review of the charity's accounts for the year ended 30 June 2021

- We acknowledge as trustees our responsibility for the accounts, which you have prepared for the charity. All the accounting records have been made available to you for the purpose of your review and all the transactions undertaken by the charity have been properly reflected and recorded in the accounting records.
- We confirm that there have been no changes in the accounting policies.
In our opinion, the accounting policies are appropriate to the charity and conform with generally accepted accounting principles. We confirm that all transactions and balances have been accounted for in accordance with these accounting policies.
- We confirm that all assets have been included in the balance sheet.
- We confirm that all assets included in the balance sheet exist.
- We confirm that the charity owns all the assets included in the balance sheet, unless otherwise stated in the accounts.
- We confirm that the cost (or value) of all the assets in the balance sheet are fairly stated.

- We confirm that all liabilities have been fully recorded in the balance sheet.
- We confirm that all liabilities recorded in the balance sheet are properly those of the charity.
- We confirm that all liabilities have been recorded at a fair value.
- We confirm that there has been no netting off of assets and liabilities.
- We confirm that all income has been fully recorded and correctly classified.
- The charity has not at any time during the year had any transactions with trustees and connected parties.
- The charity has no contingent liabilities.
- There has been no event since the balance sheet date which requires disclosing or which would materially affect the amounts in the accounts.
- The charity has not entered into any charitable commitments.

Yours sincerely

Signed on behalf of the trustees



N Danby

Date 25 April 2022