

**Charity number: 1132398**

**Royal Air Force Brize Norton Junior Ranks Welfare Fund**

**Statement of Financial Activities**

**for the year ended**

**28th February 2022**

**Wenn Townsend**

**Chartered Accountants**

**Oxford**

**Royal Air Force Brize Norton Junior Ranks Welfare Fund**

**The Trustees of the Charity**

Gp Capt Emily Jane Flynn

**Principal Address:**

Royal Air Force Brize Norton Junior Ranks Welfare Fund  
Carterton  
Oxfordshire  
OX18 3LX

**Royal Air Force Brize Norton Junior Ranks Welfare Fund**

**Financial Statements for the year ended 28th February 2022**

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## **Royal Air Force Brize Norton Junior Ranks Welfare Fund**

### **Report of the Trustees for the year ended 28th February 2022**

The Trustees present their report and the financial statements for the year ended 28th February 2022.

The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS102) in preparing the annual report and financial statements of the Charity.

#### **Objectives and activities of the Charity**

The object of the Junior Ranks Welfare Fund is the promotion, provision and support of social, sporting and other facilities for the military efficiency and well-being of Servicemen and Servicewomen. The objects also extend to making grants to any activity which, in the opinion of the Trustees, is in furtherance of the objectives of the charity.

- Encourage spirit de corps by enabling Service Members to mix together, so as to help keep service traditions alive and encourage the well-being of the Community.
- Encouraging, supporting, and facilitating the development of sport to raise standards and to promote the link to fitness, teamwork and personal development through sporting activity and opportunities.
- Supporting facilities and capital projects to enable the best possible provision for the RAF Brize Norton community, which includes MOD civilians.

The main activities are:

- 1) The provision of grants to personnel of the rank of Corporal or below (junior ranks) to assist with the costs associated with adventurous training or sporting activities.
- 2) Subsidising the cost of social activities organised by or on behalf of junior ranks.
- 3) Grants towards the provision of sporting and welfare grants towards the provision of equipment or facilities which will enhance the working or social environment of the junior ranks at Royal Air Force Brize Norton.

#### **Public benefit statement**

The Trustees confirm that they have referred to the guidance on public benefit when reviewing the charity's aims and objectives, and in implementing and planning current and future activities.

#### **Structure, governance and management**

Royal Air Force Brize Norton Junior Ranks Welfare Fund was registered with the Charity Commission on 29th October 2009.

The registered number is 1132398. The charity is an unincorporated association governed by its trust deed.

The Station Commander at RAF Brize Norton is appointed as the ex-officio Managing Trustee of all Service Funds at RAF Brize Norton. Appointments are controlled by the RAF Manning, based at Air Command, RAF High Wycombe.

The Trustee delegates the day-to-day management and control of the Junior Ranks Welfare Fund together with the authority for the disbursements of grants and loans, to a management committee chaired by the President of the Service Institute Committee, who is appointed by the Trustee. Members of the committee are appointed from each of the working areas or sections of the unit. However, all management decisions, acquisitions and expenditure are subject to the Trustee's approval by signature in the minute book.

Committee meetings take place each month. The budget for the next financial year is set in January by the Committee for the approval of the Members at a General Meeting. The Annual General Meeting ratifies the Annual Accounts and ratifies any committee appointments. Minutes are taken at each committee meeting and are circulated electronically to the Trustee within ten working days of the meeting for his approval.

The Station investment strategy directs that sufficient income is generated to heavily subsidise running costs. Furthermore, Brize Norton has an internal Accounts Officer who provides financial assistance to the Mess committee. Finally, a Service Funds Internal Audit Board is also convened at the start of each financial year to carry out an internal arithmetical and management audit of the charity to ensure the Fund is run in line with the Charity Commission guidelines and law.

## **Royal Air Force Brize Norton Junior Ranks Welfare Fund**

### **Report of the Trustees for the year ended 28th February 2022**

#### **Investment powers**

Trustees have the power to deposit or invest funds in any manner (but to invest only after obtaining such advice from a financial expert as the Trustees consider necessary and having regard to the suitability of investments and the need for diversification).

#### **Plans for future periods**

The main aim of the Junior Ranks Welfare Fund is to encourage spirit de corps by enabling service Members to mix together, so as to help maintain service traditions and encourage the well-being of the community. To this aim, plans for the future include continuing to provide monetary support for sports or adventurous training activities. Requests for assistance for other activities are decided upon based on the merits of the individual bid.

#### **Review of transactions and financial position (including reserves policy)**

The Fund had a contingent liability to the Royal Air Force Central Fund, which was £69,808. On 4th January 2016 the charity was informed by RAF Central Fund that the contingent liability had been reclassified as a permanent endowment grant. There will no longer be an annual increase in the sum and the charity has no power to convert the capital provided into income and the fund is to be held indefinitely. The endowment fund must be invested and be maintained at an investment value no less than the endowed monies, subject to market value losses and deflation.

The fund is represented by investments held in a number of funds. The initial value of the fund monies was £69,808, with further investments valued at £411,733 (total £481,541); £160,000 was withdrawn from these investments during the year, leaving a market value of £469,942 (2021: £637,751).

Unrestricted reserves, £765,125 (2021: £824,851) represent greater than 12 months expenditure which the trustees feel provide sufficient cover.

Principal funding is from swimming pool and bowling income, which represents 49% (2021: 53%) and 28% (2021: 13%) respectively of the fund's total income.

All expenditure is made for the benefit of the members.

The fund has a neutral ethical investment policy through investing in investment funds, which aligns with the generic investment strategy as dictated by HQ Air Command.

#### **Risk Review**

The Charity has taken out Employers Liability Insurance, Public Liability Insurance and Trustees Indemnity Insurance.

Commitments to project funding are only ever on the basis that income has been secured by the Charity. The reserves policy enables the Charity to wind up without consequential loss if necessary. Appropriate accounting and financial controls are in place.

## **Royal Air Force Brize Norton Junior Ranks Welfare Fund**

### **Report of the Trustees for the year ended 28th February 2022**

#### **Trustees' responsibilities**

Laws applicable to Charities in England and Wales require the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the surplus or deficit of the Charity for that period. In preparing those financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed subject to any material departures disclosed and explained in the financial statements, and;
- prepare the financial statements on a going concern basis unless it is inappropriate to presume that the Society will continue.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time the financial position of the Charity. They are also responsible for safeguarding the assets of the Charity and hence of taking reasonable steps for the prevention and detection of fraud and other irregularities.

Collectively the trustees ensure they have the correct skill mix to be responsible and accountable for ensuring the Charity complies with its obligations.

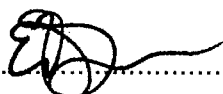
#### **The Trustees**

Gp Capt Emily Jane Flynn

#### **Trustee appointment, induction and training**

Appointments are made by the RAF Manning, Air Command, giving proper regard to the range of skills and experience needed to govern the charity. Pre-appointment to trusteeship, future trustees are briefed by Air Command Service Funds Subject Matter experts and attend trustee training. On appointment, Trustees are provided with copies of the Trust Deed, annual reports and other relevant material. On-going advice is thereafter provided to the Trustee as appropriate.

Approved by the Trustees on ..... 9 May ..... 2022 and signed on its behalf by



Gp Capt Emily Jane Flynn

Trustee

**Royal Air Force Brize Norton Junior Ranks Welfare Fund**

**Independent Examiner's Report to the Trustees of  
Royal Air Force Brize Norton Junior Ranks Welfare Fund**

I report on the accounts of the Charity for the year ended 28th February 2022 which are set out on page 5 to 13.

**Responsibilities and basis of report**

As the charity's trustees 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 charity's accounts carried out under section 145 of the 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**

Since the charity's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 charity 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.



**Mr Ajay Bahi BA BFP FCA**  
**Partner**  
**Wenn Townsend**  
**Chartered Accountants**  
**Oxford**

9 May ..... 2022

Royal Air Force Brize Norton Junior Ranks Welfare Fund

Statement of Financial Activities  
for the year ended 28th February 2022

	Note	2022 Endowment Fund £	2022 Unrestricted Fund £	2022 Total £	2021 Endowment Fund £	2021 Unrestricted Fund £	2021 Total £
<b>Incoming resources</b>							
Income from/profit on disposal of investments		-	27,412	27,412	-	7,133	7,133
Grants receivable	3	-	37,313	37,313	-	52,256	52,256
Charitable activities	4	-	357,486	357,486	-	196,780	196,780
<b>Total Income</b>		-	422,211	422,211	-	256,169	256,169
<b>Expenditure</b>							
Expenditure on charitable activities	5	-	465,716	465,716	-	407,161	407,161
<b>Total expenditure</b>		-	465,716	465,716	-	407,161	407,161
Net income/(expenditure) (Losses)/gains on investment assets		-	(43,775) (16,221)	(43,775) (16,221)	-	(150,992) 59,824	(150,992) 59,824
<b>Net movement in funds</b>		-	(59,726)	(59,726)	-	(91,168)	(91,168)
<b>Reconciliation of funds</b>							
Total funds brought forward		69,808	824,851	894,659	69,808	916,019	985,827
Total funds carried forward		69,808	765,125	834,933	69,808	824,851	894,659

The notes on pages 8 to 13 form part of these accounts.

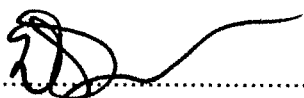


# Royal Air Force Brize Norton Junior Ranks Welfare Fund

## Balance Sheet as at 28th February 2022

	Note	2022 Endowment Fund £	2022 Unrestricted Fund £	2022 Total £	2021 Total £
<b>Fixed assets</b>					
Tangible assets	9	-	241,541	241,541	260,527
Investments	10	69,808	400,134	469,942	637,751
<b>Total fixed assets</b>		<u>69,808</u>	<u>641,675</u>	<u>711,483</u>	<u>898,278</u>
<b>Current assets</b>					
Stock		-	24,741	24,741	24,433
Cash at bank and in hand		-	102,425	102,425	1,978
Debtors		-	25,272	25,272	10,140
<b>Total current assets</b>		-	<u>152,438</u>	<u>152,438</u>	<u>36,551</u>
<b>Current liabilities</b>					
Creditors – due within one year	11	-	28,988	28,988	40,170
<b>Net current assets</b>		-	<u>123,450</u>	<u>123,450</u>	<u>(3,619)</u>
<b>Net assets</b>		<u>69,808</u>	<u>765,125</u>	<u>834,933</u>	<u>894,659</u>
<b>Funds</b>					
Unrestricted		-	765,125	765,125	824,851
Endowment fund – permanent	12	69,808	-	69,808	69,808
		<u>69,808</u>	<u>765,125</u>	<u>834,933</u>	<u>894,659</u>

The accounts were approved at a meeting of the Trustees on 2 May 2022 and signed on its behalf by



Gp Capt Emily Jane Flynn

Trustee

The notes on pages 8 to 13 form part of these accounts.

**Royal Air Force Brize Norton Junior Ranks Welfare Fund**

**Cash Flow Statement as at 28th February 2022**

	<b>Notes</b>	<b>2022</b> <b>£</b>	<b>2021</b> <b>£</b>
<b>Net cash flow from operating activities</b>	<b>13</b>	<u>(35,470)</u>	<u>(72,835)</u>
<b>Cash flow from investing activities:</b>			
Purchase of tangible assets		(3,940)	(8,580)
Cash receipts for investment disposals		160,000	-
Realised profit on sale of investments		(8,412)	-
Unrealised loss/(gain) on investments		<u>16,221</u>	<u>(59,824)</u>
<b>Net cash flow from investing activities</b>		163,869	(68,404)
<b>Cash flow from financing activities</b>			
(Decrease)/increase in overdraft		<u>(27,952)</u>	<u>27,952</u>
<b>Net cash flow from financing activities</b>		<u>(27,952)</u>	<u>27,952</u>
Net (decrease)/increase in cash		<u>100,447</u>	<u>(113,287)</u>
<b>Cash at 1st March 2021</b>		<u>1,978</u>	<u>115,265</u>
<b>Cash at 28th February 2022</b>		<u><u>102,425</u></u>	<u><u>1,978</u></u>

The notes on pages 8 to 13 form part of these accounts.

## **Royal Air Force Brize Norton Junior Ranks Welfare Fund**

### **Notes to the Financial Statements for the year 28th February 2022**

#### **1. Basis of preparation**

- a) The charity constitutes a public benefit entity as defined by FRS102. These accounts have been prepared on an accruals basis and include income and expenditure as they are earned or incurred, rather than as cash is received or paid. The financial statements have been prepared in accordance with 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 issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, and UK Generally Accepted Accounting Practice.
- b) The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. Significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years present unless otherwise stated.
- c) The Charity is a charitable institution with exemption from taxation under section 505 of the Income and Corporation Taxes Act 1988.
- d) The Charity is exempt from the requirement to prepare a cash flow statement.
- e) The presentational currency is sterling rounded to the nearest one pound. The comparative figures present information for the period 1st March 2020 to 28th February 2021.
- f) The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist. The Trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements, including a revision of expectations for the potential impact of COVID-19 on the charity. They have concluded that the budgeted income and expenditure is sufficient with the level of reserves held for the charity to be able to continue as a going concern.

#### **2. Accounting policies**

##### **a) Income recognition**

All incoming resources are included in the statement of financial activities when the charity is legally entitled to the income after any performance conditions have been met, the amount can be measured reliably and it is probable that the income will be received. Income from lineage is included when the charity has unconditional entitlement to the resources.

Income from charitable activities includes bar, function and gaming income. Income is received in exchange for supplying goods and services and is recognised when entitlement has occurred.

Investments income is earned through holding assets for investment purposes such as bank deposits, it includes interest. The income is recognised as the charity's right to receive payment is established.

The charity receives government grants in respect of the Coronavirus Job Retention Scheme. These grants are recognised using the accrual model and as such are recorded in the SOFA in the period in which the charity is entitled to such grants as a result of having furloughed staff members.

##### **b) Allocation of costs to resources expended**

Specific items of expenditure are attributed to the appropriate category, of;

- Cost of generating donations and legacies. These are the costs associated with generating voluntary incoming resources from all sources other than undertaking charitable activities.
- Charitable activities. These are the resources applied by the Charity in undertaking its work to meet its charitable objectives.

**Royal Air Force Brize Norton Junior Ranks Welfare Fund**

**Notes to the Financial Statements  
for the year 28th February 2022**

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**b) Allocation of costs to resources expended (continued)**

- Governance costs. These are costs that relate to the general running of the charity. The governance costs of the Charity are primarily associated with constitutional and statutory requirements. These are included under charitable costs.
- Support costs such as postage and stationery have been allocated to activity cost categories on a consistent basis.

**c) Fund accounting**

The Charity mainly holds unrestricted funds which can be used in accordance with the charitable objectives of the charity and at the discretion of the trustees.

Endowment funds represent those assets which must be held permanently by the charity, principally the RAF Central Fund. Income arising on this fund can be used in accordance with the objectives of the charity and is included as unrestricted income. Any capital gains or losses form part of the fund.

- d) No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102).
- e) For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained then income is deferred until those conditions are fully met and it is probable that they will be fulfilled.
- f) Tangible fixed assets are stated at cost or deemed cost or valuation less accumulated depreciation and accumulated impairment losses. Items are capitalised if they can be used for more than a year and cost of at least £1,000. Depreciation is provided on all tangible fixed assets, at rates calculated to write off the cost, less estimated residual value, of each asset on a systematic basis over its expected useful economic life as follows:
- |                                  |   |                     |
|----------------------------------|---|---------------------|
| Capital assets                   | - | Nil                 |
| Fixtures, fittings and equipment | - | 20% straight line   |
| Property improvement costs       | - | 6.66% straight line |
- g) Investments are recognised initially at their value which is normally the transaction price excluding transaction costs. Subsequently they are measured at fair value with changes recognised in net gains/(losses) on investments in the SOFA if the shares are publicly traded or their fair value can otherwise be measured reliably. Other investments are measured at cost less impairment.
- h) Stocks are stated at the lower of cost and estimated selling price. Provision is made for damaged, obsolete and stock moving items where appropriate.
- i) Debtors and creditors with no stated interest rate and receivable and payable within one year are recorded at transaction price. Any losses arising from impairments are recognised in expenditure.
- j) The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and expected level of income and expenditure for 12 months from the approval date of the accounts.

**Royal Air Force Brize Norton Junior Ranks Welfare Fund**

**Notes to the Financial Statements  
for the year 28th February 2022**

..... continued

**3. Grants receivable**

	<b>Unrestricted Fund 2022 £</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Government grants receivable	27,813	27,813	52,256
Other donations	9,500	9,500	-
	<u>37,313</u>	<u>37,313</u>	<u>52,256</u>

Included within donations, gifts and legacies for the Charity is £27,813 (2021: £52,256) of Government grants relating to the Coronavirus Job Retention Scheme.

**4. Incoming resources from charitable activities**

	<b>Unrestricted Fund 2022 £</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Astra Bowl	117,128	117,128	33,092
Swimming pool	202,329	202,329	134,618
Spotlight club income	629	629	300
Garage	9,665	9,665	11,198
Families' club income	8,990	8,990	4,522
Sports bar income	4,592	4,592	755
Other	14,153	14,153	12,295
	<u>357,486</u>	<u>357,486</u>	<u>196,780</u>

**5. Expenditure on Charitable activities**

The Charity undertook the following charitable activities:

	<b>Unrestricted Fund 2022 £</b>	<b>Total 2022 £</b>	<b>Total 2021 £</b>
Governance costs (see note 6)	1,900	1,900	1,890
Astra Bowl	132,830	132,830	111,170
Swimming pool	168,877	168,877	161,590
Spotlight club expenditure	9,037	9,037	2,375
Minibus and Camper Van	15,811	15,811	7,042
Sports grant	1,800	1,800	11,373
Families' club expenditure	14,097	14,097	8,958
Rugby club expenditure	-	-	630
Sports bar expenditure	2,114	2,114	2,536
Other	119,250	119,250	99,597
	<u>465,716</u>	<u>465,716</u>	<u>407,161</u>

**Royal Air Force Brize Norton Junior Ranks Welfare Fund**

**Notes to the Financial Statements  
for the year 28th February 2022**

..... continued

**6. Governance costs**

	Unrestricted Fund 2022	Total 2022	Total 2021
	£	£	£
Independent review of accounts	1,900	1,900	1,890
	<u>1,900</u>	<u>1,900</u>	<u>1,890</u>

Governance costs are included under charitable activities.

**7. Analysis of employee costs**

No employees are employed directly by the charity.

**8. Trustees and key management personnel remuneration and expenses**

The trustees neither received nor waived any remuneration during the year (2021: £Nil).

The total amount of employee benefit received by key management personnel is £nil (2021: £nil). The trustees are considered to be the key management personnel.

**9. Tangible fixed assets**

	Fixtures, Fittings & Equipment £	Total £
<b>Cost</b>		
As at 1st March 2021	393,413	393,413
Additions	3,940	3,940
As at 28th February 2022	<u>397,353</u>	<u>397,353</u>
<b>Accumulated depreciation</b>		
As at 1st March 2021	132,886	132,886
Charge for the period	22,926	22,926
As at 28th February 2022	<u>155,812</u>	<u>155,812</u>
<b>Net book value</b>		
As at 28th February 2022	<u>241,541</u>	<u>241,541</u>
As at 28th February 2021	<u>260,527</u>	<u>260,527</u>

**Royal Air Force Brize Norton Junior Ranks Welfare Fund**

**Notes to the Financial Statements  
for the year 28th February 2022**

..... continued

**10. Fixed asset investments**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Market value at beginning of year	637,751	577,927
Less: disposals at opening market value	(151,588)	-
Add/(deduct): Net gains/(loss) on revaluation	(16,221)	59,824
	<u>469,942</u>	<u>637,751</u>

**Listed investments at fair value:**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Property fund	11,967	28,518
Japan Far East Fund	23,609	27,675
UK Fixed Interest	90,421	113,997
Structured Return	53,452	82,213
North American Equities	28,337	52,723
Hedge Funds	54,490	62,008
International and Thematic	59,080	98,821
UK Equities	74,653	107,299
Cash	14,005	1,242
International Fixed Interest	59,928	63,255
	<u>469,942</u>	<u>637,751</u>

**11. Creditors due within one year**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Trade creditors	7,419	3,404
Other taxes and social security	19,679	6,924
Accruals and deferred income	1,890	1,890
Overdraft	-	27,952
	<u>28,988</u>	<u>40,170</u>

**Royal Air Force Brize Norton Junior Ranks Welfare Fund**

**Notes to the Financial Statements  
for the year 28th February 2022**

..... continued

**12. Permanent endowment fund**

	<b>At 1st March 2021 £</b>	<b>Unrealised loss £</b>	<b>Transfers from unrestricted reserves £</b>	<b>At 28th February 2022 £</b>
RAF Central Fund	69,808	-	-	69,808
	<u>69,808</u>	<u>-</u>	<u>-</u>	<u>69,808</u>

During 2015 the RAF Central Fund reclassified the sums advanced to a permanent endowment grant. There is no power to convert the capital provided into income and the fund is to be held indefinitely. The endowment fund must be invested and the investment value must be maintained at a value no less than the endowed grant monies, subject to market value losses and deflation. The income generated from the invested funds must be used to support appropriate charitable activities of the Fund.

**13. Reconciliation of net movement in funds to net cash flow from operating activities:**

	<b>2022 £</b>	<b>2021 £</b>
Net movement in funds	(59,726)	(91,168)
Add back depreciation charge	22,926	37,392
(Increase)/decrease in stock	(308)	2,277
Increase/(decrease) in creditors	16,770	(11,196)
Increase in debtors	(15,132)	(10,140)
Net cash flow from operating activities	<u>(35,470)</u>	<u>(72,835)</u>