



**Annual Report and  
Unaudited Financial Statements**  
for the year ended 31 December 2022

**Prentis & Co LLP**  
CHARTERED ACCOUNTANTS

# The Imperial Benevolent Fund

## For the year ended 31 December 2022

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### Reference and administrative information

**Trustees:** Kay Ball (Chair)  
Jill Bush  
Jacqueline Ferguson  
Peter Malcolm Hill  
Elisabeth Swan (Administrator)

**Charity number:** 1161055

**Address:** 28 Prykes Drive  
Chelmsford CM1 1TP

**Solicitor:** GBH Law Limited  
7/8 Innovation Place  
Douglas Drive  
Godalming GU7 1JX

**Independent examiner:** Nigel A Prentis FCA  
Prentis & Co LLP  
Chartered Accountants  
115c Milton Road  
Cambridge CB4 1XE

**Bankers:** CAF Bank  
25 Kings Hill Avenue  
Kings Hill  
West Malling, Kent ME19 4TA  
  
National Westminster Bank  
Moorgate (A) Branch  
PO Box 712  
94 Moorgate  
London EC2M 6UR

**Investment managers:** Charles Stanley & Co Limited  
55 Bishopsgate  
London EC2N 3AS

[www.ibfund.org](http://www.ibfund.org)

The Imperial Benevolent Fund is registered as a charity in England and Wales No 1161055.; and incorporated in England as a Charitable Incorporated organisation No CE003796.

# The Imperial Benevolent Fund

## For the year ended 31 December 2022

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### Report of the Trustees

The trustees of The Imperial Benevolent Fund (IBF) present their Report and Financial Statements for the year ended 31 December 2022.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts, and comply with the trust's governing document, the Charities Act 2011 and "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 the Republic of Ireland (FRS102)" (effective 1<sup>st</sup> January 2019).

### Structure, Governance and Management

The Imperial Benevolent Fund is a Charitable Incorporated Organisation (CIO) governed by a constitution signed 25<sup>th</sup> March 2015 and amended 16<sup>th</sup> July 2020.

#### Trustees

The Board of Trustees comprises no less than three members, and no more than eleven. Trustees are responsible for the identification and appointment of new trustees, considering the skills and needs of the board. New trustees are appointed through introduction from current trustees and are appointed if unanimously agreed by the board. In accordance with the Constitution, as well as independent trustees, trustees are drawn from members of the Theatre and Dancesport Faculties of the Imperial Society of Teachers of Dancing (ISTD).

The trustees direct the activities of the charity. The trustees who served during the period were:

Kay Ball (Chair & Theatre Faculty)  
Jill Bush (Dancesport Faculty)  
Jacqueline Ferguson (Theatre Faculty)  
Malcolm Hill (Independent trustee)  
Elisabeth Swan (Administrator & independent trustee)

#### Induction and training

Any new trustees are provided with a copy of the Constitution, together with a copy of the Trustees' Annual Report and statement of accounts. Trustees are encouraged to attend appropriate external training events and they also obtain fact sheets and newsletters from their professional advisors to ensure they are equipped to carry out their duties effectively.

#### Meetings

The board normally holds two scheduled meetings a year, and other meetings as required. In 2022 there were three Trust meetings (2021 one), all of which were held online by Zoom. Trustees are provided with minutes of previous meetings and supporting papers.

The Chair is responsible for the executive leadership and management of the board.

# **The Imperial Benevolent Fund**

## **For the year ended 31 December 2022**

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### **Independence**

Trustees are required to disclose any conflicts of interest at each meeting, and to disclose any training they have undertaken or received between meetings.

### **Induction and training**

All new trustees are provided with trust constitutional documents, financial accounts and information relating to the activities of the trust. Trustees are expected to be aware of their duties and responsibilities as a charity trustee, and to undertake appropriate training for the skills for which they were appointed.

### **Related Party**

The ISTD is a connected charity in that both charities have one trustee in common and one member of staff of the ISTD is also a trustee of the IBF.

### **Public Benefit**

In setting the objectives of the charity the Trustees have given due regard to the Charity Commission's guidance on public benefit.

## **Objectives and activities**

The relief of poverty of members of the Imperial Society of Teachers of Dancing, former members and their dependants who are in necessitous circumstances by reason of their sickness, infirmity or old age. In 2020 trustees widened the parameters to include emergency support during the COVID-19 pandemic, to an upper limit of £2,000. This was reduced during the year to £1,000.

The objectives are currently being fulfilled through the making of grants.

### **Policy on grant making**

The trustees approve the level of support upon receipt of a completed grant application form and supporting documentation, and within the income available to the charity.

## **Financial review of the year**

The charity retains reasonable reserves despite a downward market fluctuation on investments. Total income decreased during the year to £12,892 (2021: increased to £23,593).

During the year grants of £3,375 were distributed (2021: £26,509), and a repayment of £2,780 for a grant no longer required was received, net distribution £595.

## **Reserves policy**

The Reserves Policy is to utilise funds raised through donations and investment income on an annual basis to provide for the granting of financial assistance to fulfil the charity's objectives. The trustees consider that adequate resources continue to be available in this regard and are of the view that the charity is a going concern.

# The Imperial Benevolent Fund

## For the year ended 31 December 2022

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### Investment policy

The charity's policy is to provide long-term growth in capital and income, and to protect present and future beneficiaries against the effect of inflation. Investment funds are managed by Charles Stanley Limited, who are authorised and regulated by the Financial Conduct Authority. The manager reports to the charity on a quarterly basis. The investment performance has been beneficial over the years by increasing the capital and income available to the charity.

### Risk and control

The trustees are responsible for the internal controls and risk management of the charity. The board approves spending requests, reviews quarterly results, receives investment reports and considers risk, exposure to which may include:

- **Economic climate:** in common with other organisations the trust is vulnerable to changes in the global economic climate which can affect its investment funds. The trust invests on a long-term basis to mitigate any short-term downturns.
- **World events:** as shown in the prior and current year, the trust is vulnerable to events such as pandemics, natural phenomena and changes in climate. All of these may have an adverse effect on investment funds.
- **Statutory and regulatory compliance:** the charity is subject to statutory and regulatory compliance, in particular financial, data protection, privacy and charity regulations. The trust mitigates any risks contracting proper investment managers and registered auditors.

**Internal control:** the charity ensures control over its financial affairs by ensuring that all transactions are within budget, are evidenced by appropriate documentation and are approved by two trustees.

### Key Management and Pay Policy

The trustees consider the Board of Trustees to be the key management personnel of the charity in charge of directing and controlling the charity and running and operating the charity on a day to day basis.

## Future activities

The charity will continue to make charitable grants from annual income.

Trustees are undergoing research into more pro-active fund-raising and hope to organise events in the coming year.

# The Imperial Benevolent Fund

## For the year ended 31 December 2022

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### Statement of trustees' responsibilities

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees of the Charity 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 incoming resources and application of resources 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;
- observe the methods and principles of the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards and Statements of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations and with the Charity's Constitution. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.



Kay Ball  
Chairman

Date 10-9-23

# The Imperial Benevolent Fund

## For the year ended 31 December 2022

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### Independent Examiner's report

I report to the trustees on my examination of the accounts of The Imperial Benevolent Fund Charitable Incorporated Organisation ('the CIO') for the year ended 31 December 2022.

#### Responsibilities and basis of report

As the trustees of the CIO you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

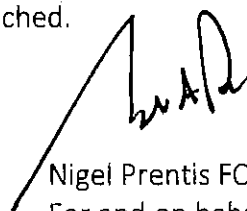
I report in respect of my examination of the CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### 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 CIO as required by section 130 of the 2011 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 financial statements to be reached.



Nigel Prentis FCA  
For and on behalf of:  
Prentis & Co LLP  
Chartered Accountants &  
Independent Examiners

115c Milton Road  
Cambridge  
CB4 1XE

16th October 2023.

# IMPERIAL BENEVOLENT FUND

## STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31ST DECEMBER 2022

	Notes	2022 £	2021 £
<b>Income</b>			
Investment income		12,612	18,593
Donations		280	5,000
<b>Total Income</b>		<u>12,892</u>	<u>23,593</u>
<b>Expenditure</b>			
Expenditure on charitable activities		7,077	35,407
<b>Total Expenditure</b>	2	<u>7,077</u>	<u>35,407</u>
<b>Net Movement in Funds</b>		5,815	(11,814)
Net (losses)/gains on investments	3	(56,714)	44,922
		<u>(50,899)</u>	<u>33,108</u>
Total Funds Brought Forward		572,110	539,002
<b>Total Funds Carried Forward</b>		<u>521,211</u>	<u>572,110</u>


All funds are unrestricted.

The accompanying notes form part of these accounts.

### Balance Sheet At 31st December 2022

	Notes	2022 £	2021 £
<b>Fixed Assets</b>			
Investments	3	378,185	440,409
<b>Current Assets</b>			
Cash at bank and in hand		143,026	131,701
<b>Total Net Assets</b>		<u>521,211</u>	<u>572,110</u>
The Funds of the Charity:			
Unrestricted Income Funds		<u>521,211</u>	<u>572,110</u>

These financial statements were approved by the Board of Trustees on 10-9-23  
and were signed on its behalf by:



Kay Ball  
Chairman



**IMPERIAL BENEVOLENT FUND****FOR THE YEAR ENDED 31ST DECEMBER 2022****STATEMENT OF CASH FLOWS**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
<b>Net cash used in operating activities</b>	<b>(6,797)</b>	<b>(30,407)</b>
<b>Cash flows from investing activities:</b>		
Interest and dividends	12,612	18,593
Net sale of investments	22,397	6,579
Cash reinvested	(16,887)	(788)
<b>Net cash provided by investing activities</b>	<b>18,122</b>	<b>24,384</b>
<b>Change in cash and cash equivalents</b>		
<b>in the reporting period</b>	<b>11,325</b>	<b>(6,023)</b>
<b>Cash and cash equivalents at the</b>		
<b>beginning of the reporting period</b>	<b>131,701</b>	<b>137,724</b>
<b>Cash and cash equivalents at the</b>		
<b>end of the reporting period</b>	<b>143,026</b>	<b>131,701</b>

**RECONCILIATION OF INCOME TO NET CASH FLOW FROM OPERATING ACTIVITIES**

	<b>2022</b>	<b>2021</b>
	<b>£</b>	<b>£</b>
Net income for the reporting period (as per page 7 - SOFA)	5,815	(11,814)
Adjustments for:		
Dividends and interest from investments	(12,612)	(18,593)
<b>Net cash used in operating activities</b>	<b>(6,797)</b>	<b>(30,407)</b>

# IMPERIAL BENEVOLENT FUND

FOR THE YEAR ENDED 31ST DECEMBER 2022

## NOTES TO THE ACCOUNTS

(Forming part of the financial statements)

### 1. Accounting Policies

#### a) Basis of preparation and assessment of going concern

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant notes to these accounts. The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued October 2019 (effective 1st January 2019) and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

The Trust constitutes a public benefit entity as defined by FRS 102.

The Trustees consider that there are no material uncertainties about the Trust's ability to continue as a going concern.

#### b) Income Recognition

Investment income includes dividends and bank interest which are included when they are receivable. Donations and legacies are included in income when they become receivable.

#### c) Expenditure Recognition

Charitable expenditure is all expenditure relating to the objects of the charity. Governance costs are expenditure incurred in meeting with the constitutional and statutory requirements of the charity.

### 2. Expenditure on Charitable Activities - current year

	Charitable Activities	Support and Governance Costs	2022 Total
	£	£	£
Grants	595	-	595
Accountancy	-	816	816
Administration costs	-	390	390
Investment management fees	-	5,276	5,276
	<u>595</u>	<u>6,482</u>	<u>7,077</u>

### Expenditure on Charitable Activities - prior year

	Charitable Activities	Support and Governance Costs	2021 Total
	£	£	£
Grants	26,509	-	26,509
Trustees expenses and remuneration	-	775	775
Accountancy	-	780	780
Administration costs	-	97	97
Investment management fees	-	5,770	5,770
Legal fees	-	1,476	1,476
	<u>26,509</u>	<u>8,898</u>	<u>35,407</u>

## IMPERIAL BENEVOLENT FUND

FOR THE YEAR ENDED 31ST DECEMBER 2022

### NOTES TO THE ACCOUNTS

(Forming part of the financial statements)

#### 3. Investments

	2022	2021
	£	£
Market value at 1st January 2022	430,622	392,279
Additions	66,745	27,163
Disposals	(89,142)	(33,742)
Net realised gains/(losses)	(19,060)	7,302
Net unrealised gains/(losses)	(37,654)	37,620
Market value at 31st December 2022	351,511	430,622
Cash held at brokers	26,674	9,787
Total investments at 31st December 2022	378,185	440,409
Historical cost at 31st December 2022	346,781	348,575

All investments are quoted on a recognised UK Stock Exchange and carried at their fair value.

#### 4. Staff costs and Trustees' remuneration

The charity considers its key management personnel to be the Trustees.

The fund has no employees.

During the year Trustees received remuneration (as permitted by the constitution) and expenses as set out below:-

Current year	Reimbursed	2022
Trustee	Remuneration Expenses	total
	£	£
E Swan (Administrator)	-	-
	<hr/>	<hr/>
Prior year	Reimbursed	2021
Trustee	Remuneration Expenses	total
	£	£
E Swan (Administrator)	775	775
	<hr/>	<hr/>

#### 5. Trust Deed

The Imperial Benevolent Fund a CIO is governed by a constitution. The constitution was signed on 25th March 2015, amended on 16th July 2020.

#### 6. Trustees

The Trustees consist of representatives of the ISTD's Danceport and Theatre Faculties and one independent Trustee.