



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	6	2022		31	5	2023

## Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Cllr Nick Sandford	Mayor	01.06.23 – 31.05.24	
2	Susan Proctor	Treasurer	13.09.17 – to-date	
3	Rachel Edwards	Trustee	06.06.18 – to-date	
4	Gul Nawaz	Trustee	21.05.19 – to-date	
5	Christabel Saltmarsh	Trustee	21.05.19 – to-date	

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Association
Trustee selection methods (eg. appointed by, elected by)	Appointed by

### 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 charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Every May a new Mayor of Peterborough is elected at the first full Council meeting after any elections. At this time, the existing Charity Fund committee retires, and the new Mayor appoints a new committee, from which the Chair, Secretary and Treasurer are elected.

The Mayor will nominate one or more charities for whom he or she will fundraise throughout their term of office. The new committee will include representatives from the nominated charities.

The Mayor of Peterborough's Charity Fund has no employees. Administrative support is provided by the Council and nominated charities.

Each new Committee takes responsibility for the finalisation of financial accounts relating to the previous Mayoral year. Due to the level of annual gross income falling under £250,000 per year, an independent examination of the accounts (rather than an audit) is required and this is provided by the Local Authority's Internal Audit Service.

## Section C

## Objectives and activities

### Summary of the objects of the charity set out in its governing document

The Mayor of Peterborough is elected to serve a term of one year, and during this year, income will be generated through fundraising events throughout the city of Peterborough which are organized by The Mayor of Peterborough's Charity Fund and from donations by individuals and local organisations. The income is applied to support the Mayor's nominated local charitable organisations within the city of Peterborough or any other charitable projects which The Mayor of Peterborough's Charity Fund deem worthy and to promote such other charitable purposes as may from time to time be determined.

### 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)

During the course of the Mayoral Term of Office, the appointed members of the Charity Committee plan events to raise funds and these are in addition to the annual civic events.

Following the next Mayoral Term of Office the following guidance will be added to the agenda for appointed Trustees and guidance will be provided at the meeting for appointed Trustees to read .

None of the MPCF's members or trustees have received remuneration or other benefits from the Charity.

### 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.

The Fund has no significant assets and typically makes no grants, other than the final disbursement of all funds raised to the nominated charities.

No investments are made and there are no endowments or restricted funds.



## Section D

## Achievements and performance

### Summary of the main achievements of the charity during the year

During the term of office for 2023-2024, the Mayor, Cllr Nick Sandford, appoint his nominated charities, all of which received their share of the total funds following the end of his term of office.

Additionally, a donation from a local solicitors office was received and this was added to the overall total of funds raised and was distributed to the nominated charities.

There were several events held during Cllr Sandford's term of office such as the Traditional Opening of the Bridge Fair & Sausage Supper, Curry Evenings, A Guided Walk, Quiz Night, Chocolate Bingo Evening, Easter Egg Tombola and the Mayors Finale Ball.

A huge thank you to all organisers, volunteers and contributors that gave their time to organise events for the Mayors Nominated Charities.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

There would be no reserves as all of the funds raised during the year would be split equally between the nominated charities. The Mayors Charity Fund does not directly employ any staff. Assistance is provided from Local Authority Civic Office and the nominated Charities when organising events. Advice on insurance cover for events will be sought when holding events Depending on venue, this would be the Local Authority's or one of the nominated charities who is acting as the main organiser. This helps to reduce risk of significant unexpected costs.

### Details of any funds materially in deficit



There are no funds that would be materially in deficit associated with the Mayor's Charity Fund.


## Section F

## Declaration

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	RACHEL EDWARDS	SUSAN PROCTER
Position (eg Secretary, Chair, etc)	TRUSTEE	TREASURER
Date	30/3/25	

	The Mayor of Peterborough's Charity Fund		Charity No 1165640
	Receipts and payments accounts		
	For the period from	6/1/2023	To 5/31/2024

### Section A Receipts and payments

		Total
<b>A1 Cash Funds at Last Year End, 31/05/2023</b>		
Bank Account ****9315	£7,421.63	
Float borrowed at that time	£0.00	
Expenditure cheques written but not presented by 31/05/2023	-£6,450.00	
Total		£971.63
<b>A2 Income Received</b>		
Final income relating to the 2022-23 mayoral year	£475.00	
Income relating to the 2023-24 mayoral year	£33,855.56	
Income relating to the 2024-25 mayoral year	£0.00	
Total		£34,330.56
<b>A3 Payments Made</b>		
Final expenditure relating to the 2022-23 mayoral year	-£1,446.63	
Final disbursements to the 2022-23 nominated charities	£0.00	
Expenditure relating to the 2023-24 mayoral year	-£10,826.37	
Expenditure relating to the 2024-25 mayoral year	£0.00	
Total		-£12,273.00
<b>A4 Surplus / Loss</b>		
Minor in-year surplus (+ve) / loss (-ve)	-0.05	-£0.05
<b>A5 Cash Funds at Year End, 31/05/2024</b>		
Total		£23,029.14

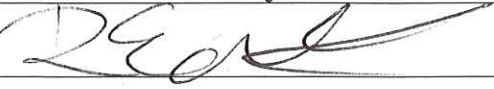

### Section B Statement of assets and liabilities at the end of the period

<b>B1 Cash funds, 31/05/2024</b>		
Bank Account ****9315	£32,473.64	
2023-24 cash/cheque income not yet banked	-£40.00	
2023-24 expenditure not yet presented	-£9,404.50	
Total		£23,029.14
<b>B2 Further Income Due for 2023-24</b>		
Final income received in 2024-25 relating to mayoral year 2023-24	£1,215.00	
Total		£1,215.00
<b>B3 Liabilities</b>		
Final expenditure made in 2024-25 relating to mayoral year 2023-24	-£13.76	
Proceeds from mayoral year 2023-24 for disbursement to nominated charities	-£24,230.38	
Income less expenditure in 2023-24 proper to mayoral year 2024-25	£0.00	
Total		-£24,244.14

### Section C: Explanatory Notes

- The Mayor is elected at the first full Council meeting after May elections. The mayoral year varies slightly every year. The financial year of 1st June-31st May has been set to provide a fixed period for accounting. However financial accounting will usually report transactions relating to two separate mayoral years.
- Each year's Mayor will nominate charities, and will fundraise on their behalf. All net proceeds from each Mayor's fundraising activities are disbursed to their nominated charities after the mayoral year has been completed.
- Income and expenditure may continue in respect of each Mayor's charity fundraising for a short while after the Mayor's term of office ceases. This means that some income and expenditure will appear within the following accounting year, including the ultimate disbursement to the nominated charities.
- There are no endowments or restricted funds. All funds are unrestricted.
- The Mayor of Peterborough's Charity Fund has no assets, and has no salary costs. All officers involved in the administration of the Mayor of Peterborough's Charity Fund are either (i) volunteers, or (ii) employed either by Peterborough City Council or by one of that year's nominated charities, and their time is donated by those organisations.
- In-year surplus or less will lead to an adjustment to the total available for disbursement to nominated charities

Signed by one or two trustees on behalf of all the trustees

Signature	Name & Position	Date
	Rachel Edwards Head of Constitutional Services	30/3/25
	Susan Proctor Executive & Members Services Manager	30/3/25

We have completed our review of the 2023/24 MPCF accounts and are happy with the final accounts statement as set out in "Accounts Workbook Sandford 23-24 Final" (as things stood on 7.3.25). Please can you present this and the Trustees Annual Report for 23/24 to MPCF in time for the next meeting (which I believe is scheduled for 27.3.25), arrange for these documents to have appropriate sign off at the meeting, and let me have copies of the signed off documents. These documents will also need to be uploaded to the Charity Commission website by 31.3.25.