

# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	1	4	2021		31	3	2022

## Section A Reference and administration details

Charity name

Friends of the RAF Regiment Heritage Centre

Other names charity is known by

Registered charity number (if any) 1168904

Charity's principal address

RAF Honington

Green Lane, Bury St Edmunds

Suffolk

Postcode

IP33 1EE

### 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	Terence White			Board of Trustees
2	Mac MacDonald	Manager		
3	William Espie	Curator		
4	John Boreham			
5	Clifford Johnson			
6	Bryan Thorpe			
7	Donna Webb			
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19				
20				

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

### Name of chief executive or names of senior staff members (Optional information)

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## 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)	CIO
Trustee selection methods (eg. appointed by, elected by)	Trustees appoint members who are then Trustees. Resignation from the Board of Trustees also loses membership of the CIO

### 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.

The CIO operates under the aegis of the Royal Air Force Regiment at its Heritage Centre located at RAF Honington in Suffolk, an operational RAF Base but is completely independent of the Service. .

The CIO has linkages with the Training Wing of the RAF Regiment and other Charities who support the RAF Regiment, with the National Museum in Hendon and Association of Suffolk Museums, as well as the RAF Regiment Association .

The CIO provides a team of Volunteers who provide continuity for the Centre and construction, graphics, maintenance and fundraising skills to support the aims of the Heritage Centre. It has successfully refurbished 13 vintage fighting vehicles to running condition and has operated them on behalf of the Regiment at RAF approved air shows and events linked to the RAF's 100<sup>th</sup> Anniversary during this period.

The CIO and its volunteer team operate and comply with the RAF risk assessment and management protocols and engineering regulations where applicable and is assessed quarterly on its compliance and performance.

## Section C Objectives and activities

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

The CIO is there to design and maintain the main exhibition space for the RAF Regiment Heritage Collection and the enhancement of knowledge of the Corps contribution to the Heritage of the country and the RAF, to serving members of the Corps and all associated arms of the British NATO and allied nations as well as veterans and the General Public.

**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)**

The CIO provides:-

1. The maintenance and day to day running of the exhibition space of the RAF Regiment Heritage Collection in its 40000 sq ft centre at RAF Honington
2. A reserve collection / refurbishment centre comprising Low Level Air Defence (LLAD) historical items and a variety of Armoured Fighting Vehicles (AFV's) in a secure facility separate to the above.
3. Fund raising and operating a Regiment shop to generate sustainable funding streams for the maintaining of existing displays, providing of new facilities and linking the veteran and serving Communities.
4. The operation of a full spectrum digital presence and an ecommerce online shop and web site. .
5. The reconstitution of the Collections archives of documents, artwork and clothing. This includes the archive of its predecessors and associated services, providing a focal point for historical research.
6. Historic vehicles that deploy at approved RAF air shows and associated displays, this year linked to the 100<sup>th</sup> Anniversary of the RAF Armoured Car Companies and the 80<sup>th</sup> anniversary of the formation of the Corps.
7. Providing Conference and Presentation facilities for the Corps and outside allied veterans organisations.

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

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

**Volunteers.**

The CIO is staffed almost entirely by retired ex serving members augmented by volunteers with specialist skills. They provide opening of the centre two full days a week and other days as booked by Training Wing, RAF Honington and other interested groupings . Each volunteer works 6 hours daily in the Centre and often more hours at home, Each volunteer is thoroughly trained in Fire and HASAW protocols as well as defibrillator operation. These skills are certified annually. Without the Volunteers, the Heritage Centre would lose momentum from what has been a highly successful relaunch and lose the added value they give to recruitment and veterans affairs as well as losing a portion of the nation's military and aviation heritage. It would have also been impossible to engage so much with the general public during the away days in support of the service, the old vehicles attracting a different audience that would usually engaged by the professionally funded service recruitment teams. It is impossible to accurately calculate their worth but conservative estimates, based on the National minimum wage would put it at between £70 - 100 K in kind pe annum and between £700k and £1M equivalent in kind since the Project started in 2013. The average age of the team is over 60 and tops out at working vehicle specialists at 78 and Trustees at 83. These are amongst the most vulnerable in our society. Despite COVID and losing of two of our members to it, the commitment and the energy and enthusiasm never wavered for an instant. The development plans for the enhancement of the Collection now place the volunteer connection as one of its central foundation blocks.

**Grant making.** A formal grant making policy is not a separate issue within the CIO.

## Section E Financial review

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

COVID's impact was less during the period than previously. There was a noticeable change in the make up of the visitors in that they were in larger groups this was reflected in the uplift in shop sales. The policy for the charity on reserves is that it will never give direct monetary aid; it will purchase that which is necessary and donate to the collection. Other monies will be used to preserve archives, and specific projects.

### Details of any funds materially in deficit

N/A

### Further financial review details (Optional information)

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

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

It was obvious to the trustees, that due to the increase in sales and legacy donations, especially object items, that we needed a complete review of our financial systems to cater for this new dynamic.. As a result we engaged IT and financial expert and book keeper and now have professional advice for these back office functions. Our IT and e-commerce have been modified and renewed which has allowed us to make longer term decisions based on more accurate information and advice. We took the decision to buy stock items of the most purchased items and ordered a small amount of stock to take advantage discounts. This has improved the service rapidly and has produced reduced costs due to the economies of scale.

The imbalance between donation and trading has been vastly reduced and it is anticipated that both will continue to be the CIO's main sources of income until we have reviewed the structure and outcomes going forward and developed a longer term business model.

The CIO works closely with the RAF Regiment and continues to support the aims and objectives in our constitution. We recently celebrated the 80<sup>th</sup> Anniversary of the Corps and unveiled a new gallery celebrating a victory in Burma in 1945. It had been highlighted by the family of some who fought there. A mixture of funding from them and some from the centre produced a very successful gallery. Subsequent visits have underlined that they came to see the Gallery and then the rest of the collection fulfilling a small illustration of funding supporting our Constitutional Outcomes and objectives.

As for forward planning, we have invested in a 3d printer to enable us to cut costs in our supply chain. In this way we are securing the sustainability of the collection – another Constitutional objective.

We have capitalised some of our assets like the 3d printer in order to allow them to depreciate and be written down

As yet we have no investment policy

## Section F Other optional information

Section GDeclaration

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

Signed on behalf of the charity’s trustees

Signature(s)	Bill Espie	Mac MacDonald
Full name(s)	William James Espie	Mac MacDonald
Position (eg Secretary, Chair, etc)	Curator	Manager
Date	27 January 2023	



Receipts and payments accounts

CC16a

For the period from	Period start date 01/04/2021	To	Period end date 31/03/2022
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Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Sales - internet	15,324	-	-	15,324	13,945
Sales - shop	21,986	-	-	21,986	10,759
Sales - shipping/postage	1,106	-	-	1,106	505
Sale of Hummer	-	-	-	-	5,000
		-	-	-	-
Donations	24,208	3,368	-	27,576	11,017
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>62,624</b>	<b>3,368</b>	<b>-</b>	<b>65,992</b>	<b>41,226</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>62,624</b>	<b>3,368</b>	<b>-</b>	<b>65,992</b>	<b>41,226</b>

<b>A3 Payments</b>					
Purchases	24,997	-	-	24,997	19,494
Shipping/postage	1,386	-	-	1,386	1,408
Packing materials	265	-	-	265	170
Exhibition & displays	2,348	1,466	-	3,814	2,889
Maintenance of displays	425	-	-	425	780
Archive Department costs	873	-	-	873	42
Printing/stationery	217	-	-	217	219
SatCom & internet	272	-	-	272	757
Computer & website costs	216	-	-	216	721
Repairs & maintenance	1,158	-	-	1,158	247
Cleaning & canteen	125	-	-	125	103
Subscriptions	65	-	-	65	50
Mileage expenses	80	-	-	80	160
Sundry costs	57	-	-	57	47
Bank charges	124	-	-	124	74
Card machine charges	155	-	-	155	140
PayPal & Ebay charges	701	-	-	701	660
Accountancy	700	-	-	700	550
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>34,164</b>	<b>1,466</b>	<b>-</b>	<b>35,630</b>	<b>28,511</b>

<b>A4 Asset and investment purchases, (see table)</b>					
Tools & equipment	1,658	-	-	1,658	-
	-	-	-	-	-
<b>Sub total</b>	<b>1,658</b>	<b>-</b>	<b>-</b>	<b>1,658</b>	<b>-</b>

<b>Total payments</b>	<b>35,822</b>	<b>1,466</b>	<b>-</b>	<b>37,288</b>	<b>28,511</b>
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<b>Net of receipts/(payments)</b>	<b>26,802</b>	<b>1,902</b>	<b>-</b>	<b>28,704</b>	<b>12,715</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year and</b>	<b>15,468</b>	<b>3,510</b>	<b>-</b>	<b>18,978</b>	<b>6,940</b>

23/01/2023

<i>Cash funds this year end</i>	42,270	5,412	-	47,682	19,655
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# Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Barclays	33,236	5,412	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	<b>33,236</b>	<b>5,412</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
	Shop Till	250	-	-
	PayPal control	708	-	-
	Stock	13,307	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Tools		1,658	1,105
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	Centurion Fund	Unrestricted	1,556	
	Accountancy	Unrestricted	1,250	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	





Section A

Independent Examiner's Report

Report to the trustees/  
members of

RAF Regiment Heritage Centre

On accounts for the year  
ended

March 31, 2022

Charity no  
(if any)

1168904

Set out on pages

3-4

Responsibilities and  
basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended March 31, 2021

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 Trust'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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

Signed: Susan Drummond

Date: 20/01/2023

Name: S.E.S. Consultancy Limited

Relevant professional  
qualification(s) or body  
(if any):

Chartered Accountant

Address:

6 Fallowfield, Beyton, Bury St Edmunds, Suffolk, IP30 9BN

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**