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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			
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

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

Name	Dates acted if not for whole year
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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 is geographically located in the RAF Regiment Heritage Centre at RAF Honington Near Bury St Edmunds Suffolk, the home of the Royal Air Force Regiment. RAF Honington in Suffolk is an operational RAF Base but, the CIO is completely independent of the Service and open to the public 2 days a week, subject to normal identification criteria.

It has linkages with the Training Wing of the RAF Regiment and other Charities who support the RAF Regiment, including the Centurion Fund the National Museum in Hendon, Association of Suffolk Museums, as well as the RAF Regiment Association, our veterans Charity.

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 thirteen 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 Armoured Car 100th Anniversary during this period, and the Regiments 80th.

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

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

The Friends of the RAF Regiment contribute in the education, design and maintenance of the main exhibition for the RAF Regiment Heritage Collection in order to enhance of knowledge of the Corps contribution to the Heritage of the country and the RAF.

As well as delivering this to serving and veteran members of the Corps, UK Uniformed Services, NATO Partners and allied nations, its established contribution to Further Education in preparing students career choices and hence contributes to Community Benefit

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 Charity is here to provide the following: -

Support for an Exhibition space for the display of RAF Regiment and Associated Forces artefacts demonstrating the contribution of the Corps to the Heritage of the nation.

Provide four archives with digitised cataloguing and search engine to enable much deeper research into many of the little-known conflicts the Corps has been involved in. The Archives will be the Overall Catalogue, Clothing Archive, Moving images and Film Archive and the Document Archive. We have made some initial infrastructure purchases to enable the designing of the retrieval mechanisms. This will include the large paper archive of RAF Habbaniyah (Iraq) which has a strong affinity with the Corps.

Provide a high-quality Presentation Room for graduation Ceremonies from Training wing and other organisations. This facility is to have upgraded audio / digital imaging and will boast state of the art presentation means for major Conferences.

Provide high quality front of house, presentations, guided Tours, advice, and assistance to in depth researchers.

Maintain and refurbish the reserve collection housed in a Hardened Aircraft Shelter in the NW of the base and in the Station armoury.

Generate funding streams that will enable the sustainability of the Collection.

Maintain good working relationships with The RAF's national Museum, other Services and arms and local accredited Museums, though the Council Sponsored Affiliation of Suffolk Museums.

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 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, every volunteer is 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

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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 public during the away days in Norwich Exeter and Coventry in supporting the RAF100 celebrations, the old vehicles attracting a different audience that would usually engaged by the professionally funded service 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 per 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. 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 as it is not a welfare organisation.

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.

Year 21 – 22 was an anomalous year for income, especially for legacy donations. COVID, and the restrictions it imposed, made it obvious to the trustees, that due to this increase in sales and legacy donations, that we needed a complete review of our financial systems to cater for this new dynamic.. As a result, we have completed the engagement of an

IT expert and a bookkeeper and now have professional advice for these back-office functions for the Year 21-22. We have reviewed and renewed our hard and software, which has led to increases in the standard of our service to the visitor and a better understanding of some of the back-office charges that were grouped differently, previously. This enabled some economies of scale. 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. 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. However, it is likely that the CIO may need to develop further its trading ability through a wholly owned Company, registered at Companies House, limited by guarantee. we are reviewing the structure and outcomes going forward and committed to review of a longer-term

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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 80th Anniversary of the Corps and unveiled a new gallery which blended our display team constructing a very prominent Gallery in the main hallway of the Heritage Centre. Funding was obtained from the Centurion Fund and donation in kind from a supporting local timber company. This allowed the Archive team to work with the Display Team to purchase the requisite medals that, mounted on a well-designed wall, produced an arresting display of every Campaign and UN operation that the Corps has been involved in since 1942.

Similarly, we have worked with donations in kind to refurbish the audio / video suite in our Corps Conference Room. Augmented by a 14M montage displaying pictures of the Corps and electronic blinds, again funded by donation in kind, have vastly improved the presentation quality.

WE have also worked in concert with a local company to repair and rejuvenate artefacts dating from the end of WW2 and the capture by the Corps of Grand Admiral Doenitz, Hitler's successor.

We have used some funding to develop archiving and digitising our document and Media Archive, to complement the Clothing Archive. Much work is needed to rationalise our holdings in all areas of the entire Archive.

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

Section F

Other optional information

Section G

Declaration

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

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Position (e.g. Secretary, Chair, etc)	Curator	Manager
Date		



CHARITY COMMISSION
FOR ENGLAND AND WALES

RAF Regiment Heritage Centre

1168904

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Annual accounts

For the period from	Period start date 01/04/2022	To	Period end date 31/03/2023
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Section A Income & Expenditure

	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 £
A1 Income					
Sales - internet	16,658	-	-	16,658	15,324
Sales - shop	35,679	-	-	35,679	21,986
Sales - shipping/postage	1,293	-	-	1,293	1,106
	-	-	-	-	-
Donations	7,135	-	-	7,135	27,576
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	60,765	-	-	60,765	65,992
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	60,765	-	-	60,765	65,992
A3 Expenses					
Purchases	32,487	-	-	32,487	24,997
Shipping/postage	1,547	-	-	1,547	1,386
Packing materials	82	-	-	82	265
Exhibition & displays	1,179	1,564	-	2,743	3,814
Maintenance of displays	1,280	-	-	1,280	425
Archive Department costs	1,042	-	-	1,042	873
Conference room refurbishment	3,208	-	-	3,208	-
Printing/stationery	199	-	-	199	217
SatCom & internet	-	-	-	-	272
Computer & website costs	1,219	-	-	1,219	216
Repairs & maintenance	402	-	-	402	1,158
Cleaning & canteen	401	-	-	401	125
Subscriptions	65	-	-	65	65
Mileage expenses	180	-	-	180	80
Sundry costs	73	-	-	73	57
Bank charges	69	-	-	69	124
Card machine charges	389	-	-	389	155
PayPal & Ebay charges	620	-	-	620	701
Accountancy	3,100	-	-	3,100	700
Insurance	394	-	-	394	-
Depreciation	1,269	-	-	1,269	-
Sub total	49,205	1,564	-	50,769	35,630
A4 Asset and investment purchases, (see table)					
Tools & equipment	-	-	-	-	1,658
	-	-	-	-	-
Sub total	-	-	-	-	1,658
Total payments	49,205	1,564	-	50,769	37,288
Net of receipts/(payments)	11,560	- 1,564	-	9,996	28,704
A5 Transfers between funds	-	-	-	-	-
A6 Members funds last year end	45,800	5,412	-	51,212	22,508
Members funds this year end	57,360	3,848	-	61,208	51,212

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	27,858	3,848	-
		-	-	-
		-	-	-
	Total cash funds (agree balances with receipts and payments account(s))	27,858	3,848	-
		Agreement Error	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Shop Till	675	-	-
	PayPal control	1,172	-	-
	Clover card	20	-	-
	Stock	27,108	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use	Tools		3,808	1,986
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Centurion Fund	Unrestricted	950	
	Accruals	Unrestricted	509	
			-	
			-	
			-	
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, 2023

Charity no
(if any)

1168904

Set out on pages

3-4

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

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 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:

21/01/2024

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.