



Caterham, Oxted & Godstone Lions Club
a Charitable Incorporated Organisation (CIO)
Registered Charity Number 1172327
Trustees Annual Report for the Year Ended 30th June 2021

Legal and Administrative Details:

Charity Name: Caterham, Oxted & Godstone Lions Club
a Charitable Incorporated Organisation
formed on 1st July 2018

Registered Charity No: 1172327

Principal Address: The Charity has no registered permanent address.
The Lions Club Secretary acts as the focal point for correspondence:
John Quincey, Willowdene, Oxted Road, Godstone, RH9 8AD

CIO Constitution: Constitution dated 29th March 2017

Current CIO Trustees, for the period 1st July 2021 - 30th June 2022:

Ex Officio Trustees: Anthony Douglas Gordon (Lions Club President & CIO Chairman)
John Leonard Quincey (Lions Club Secretary)
Norman Anthony Skilbeck (Lions Club Treasurer)

Elected Trustees : Anthony Leslie Carter
Christopher William Frith
Ian Raymond Macaulay
Lynne Christine Macaulay
Robert Chester McLeod
Rita May Reissland

CIO Trustees for the period 1st July 2020 - 30th June 2021:

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Norman Anthony Skilbeck (Lions Club Treasurer)

Elected Trustees : Anthony Leslie Carter
Christopher William Frith
Ian Raymond Macaulay
Lynne Christine Macaulay
Robert Chester McLeod
Rita May Reissland

Bankers: Lloyds Bank plc
Blackheath London Branch
P.O. Box 1000
BX1 1LT

Independent Examiner: Malcolm Day
15 Heathway
Chaldon
Surrey, CR3 5DN

Aims and Organisation

Lions Clubs International

The Caterham, Oxted & Godstone Lions Club is a local club formed on 20th October 1978 as part of Lions Clubs International voluntary service organisation which helps, supports and guides local clubs to serve their local communities. Clubs are chartered as separate entities but have links to other clubs in their Zone, to their District in the South East of England, the Multiple District of the UK and to Lions Clubs International. Linkages with other Lions Clubs and the Lions Clubs structures provides a vehicle for the exchange of ideas and through co-operation the clubs work together to help on national and international charitable projects.

Caterham, Oxted & Godstone Lions Club

Caterham, Oxted & Godstone Lions Club is a voluntary organisation which exists to help the local community and support, as it sees fit, Lions Clubs' national and international projects. The administration of the Club is mainly financed by its members. All time to organise activities to raise funds and provide community service is given freely by the members and friends of the Lions club, for no payment or reward. This is the Club's 43rd year as part of Lions Clubs International and of serving Lions International initiatives and the local community.

The objects of each Lions Club are to:

- create and foster a spirit of understanding among the peoples of the world;
- promote the principles of good government and good citizenship;
- take an active interest in the civic, cultural, social and moral welfare of the community;
- unite the clubs in the bonds of friendship, good fellowship and mutual understanding;
- provide a forum for the open discussion of matters of public interest; provided, however, that partisan politics and sectarian religion shall not be debated by club members;
- encourage service-minded people to serve their community without personal financial reward, and to encourage efficiency and promote high ethical standards in commerce, industry, professions, public works and private endeavours.

Membership

The Lions Club's membership at the beginning of the year was 30 with 16 men and 14 women. At the end of the year the membership was 30 with 16 men and 14 women.

In undertaking its work the Charity relies on the members of the Caterham, Oxted & Godstone Lions Club. All members are volunteers; their time is given freely and without charge and without this support the charity would not be able to function. Family, friends and other volunteers also assist with fund raising, giving freely of their time.

The Club elects and appoints annually a number of Officers. These are the President, Secretary and Treasurer who are ex officio trustees of the charity with the President being the Chair of the Board of Trustees.. A number of additional trustees are elected annually in accordance with the CIO Constitution. These Trustees meet monthly at a Trustees Preparation Meeting to discuss strategic or important issues. Caterham, Oxted & Godstone Lions Club is managed by its members and meets monthly to determine the business of the charity at a "Regular Meeting of Members and Trustees". Detailed affairs relating to fund raising and decisions on Community Service proposals and financial grants are considered at regular monthly committee meetings. Their recommendations are made to the monthly Members and Trustees meetings and if agreed by the members require the approval of the trustees in line with the provisions of the Constitution.

Club members pay an annual subscription of £70, paid half yearly. These subscriptions, and fund raising social events for members, pay for the administration of the charity and the members' dues which are paid on to support Lions District, Lions Multiple District and Lions Club International administration as well as for the administration of this Club / Charity. These monies, relating to the administration of the club, are held entirely separately from the charitable and charity fund-raising monies in the "Administration" bank account. This Administration fund pays for the administration and day to day running of the Lions Club,

Composition

In accordance with the Constitution, the Charitable Incorporated Organisation is managed by up to twelve Trustees who are, ex-officio, the Club President, Secretary and Treasurer plus up to a further nine elected Trustees. The Trustees are elected at the same time as the Lions Club

Officers by the members of the Lions Club at the charity's AGM in March each year. They take office on 1st July. Trustees are made aware of their roles and responsibilities and are provided with copies of the Charity Commission guidance CC3 "The Essential Trustee". Trustees are also encouraged to attend the Lions District 105SE Spring Forum and various other training seminars where guidance is given on the role of Trustees. On appointment / election each year, each trustee is required to complete and sign a Declaration of Eligibility to serve as a Trustee. This Declaration takes into account the Charity Commission definitions of exclusions of trustees.

Donations and grants are considered in accordance with the Lions Club CIO's Grant Making Policy. All financial expenditures and donations are individually approved by a majority of the Trustees, subject to there being a quorum of at least six trustees present to vote. The Charity Chairman, the Lion President, having a casting vote.

Purposes of the Charity

The Charitable purposes of the CIO fall into the following general categories:

- the improvement of health or the saving of lives.
- the relief of those in need, by reason of youth, age, ill-health, disability, or other disadvantage.
- the advancement of citizenship or community development.
- the relief of financial hardship.
- the advancement of environmental protection or improvement.

Finance and Activities

Income

The Charity relies entirely on the members, partners and friends of Caterham, Oxted & Godstone Lions Club for its income. The Club undertakes a variety of fund-raising activities throughout the year. The year under report was an extremely frustrating one due to Covid restrictions for the Lions as it was for most businesses and charities.

The Club normally organises a wide range of fundraising events including attendance to provide food and drinks at Godstone Fete, holding Quiz Nights, Dinner Evenings, Sponsored Swimathon, Easter Egg Raffle, etc. However, due to the Coronavirus pandemic restrictions throughout 2020 and early 2021, these were completely disrupted. Income was derived from an Easter Egg Raffle which was held in April 2020, the proceeds only being collected several months later due to Lockdown restrictions.

The only fundraising activity which it was possible to complete during the year was the Christmas house to house collections in the local area. Each December the Club takes Father Christmas on a float around selected areas of Tandridge (Bletchingley, Godstone, South Godstone and Caterham Village) collecting public donations. These collections are arranged under licence from Tandridge District Council. This year these collections realised a net income of £1,000, about a quarter of what is usually raised from a wider range of house to house collections and static collections at supermarkets. A sum of approximately £250 was claimed from HMRC under the Gift Aid Small Donations Scheme.

After the deduction of valid expenses only, surplus monies in the Activities Account are transferred to the Charitable Trust Account. These funds may then only be donated to chosen causes on the recommendation of the Club's Community Services Committee and the Lions Club members and approved by the Trustees. The process is conducted in accordance with the Charity's Grant Making Policy.

A separate income stream in the form of subscriptions paid by members supports the administration of the club. Occasionally fund raising social events are held for members and partners (not the public). These fund raising events are clearly designated as being for administration rather than charity. Income derived from such fund-raising is accounted for through the "Administration Account". During the year in question such events were not possible. Only on-line social events were held to maintain contact with members.

Having established itself as a CIO the charity applied to HMRC to register for the ability to claim Gift Aid. This was successfully achieved and during the year the charity successfully claimed for the tax recovery on donations given and under the small donations scheme for its Father Christmas Float Collections income. It also claimed Gift Aid on the members' contributions to the administration of the charity.

Grants made by the Charity

The Trustees approved a number of grants to local organisations and individuals based on recommendations from the Community Services Committee / Club members. This year the ability to give out funds was severely curtailed. Nevertheless, Caterham, Oxted & Godstone Lions made fifteen significant financial donations of £100 or more, throughout the year to local good causes as well as Lions national and International initiatives. As the funds of the charity are mainly raised locally an attempt is made to ensure that the majority of the grants given out are made to local good causes as can be seen below.

Significant donations made to local community good causes included :

- £1,500 to the Caterham Food Bank (Trussell Trust)
- £ 940 to St Catherine's Hospice
- £ 500 to 1st Godstone Scout Group
- £ 350 to Surrey County Council Social Services to support local residents
- £ 225 to local RBL Poppy Appeals
- £ 235 to purchase a freezer for a local resident
- £ 200 to support East Surrey Carers
- £ 200 to Independent Housing of Tandridge
- £ 200 to St John's Church Caterham
- £ 200 to Caterham Horticultural Society
- £ 150 towards the purchase of a bed for a local resident
- £ 100 towards the purchase of a wheelchair in conjunction with other Lions clubs
- £ 100 to Bursary given to gifted Mathematics pupil from Oxted School

Significant donations made to other local, national and international Lions appeals included :

- £ 400 to Lions Disaster Relief funds
- £ 500 to Lions Sight Savers

Community Service Activities

The Club normally organises / supports the following Community Service activities :

- The provision of their 12 seater Community Minibus for community use. Due to Covid restrictions this had to be taken out of service and moth balled. The income shown in the accounts is not, as would be normal, donations received from users but rather reimbursement of insurance premium and road tax payments.
- The Collection of spectacles & hearing aids, which are recycled for use in developing countries via the Chichester Lions Club. This continued but some locations removed their collection bins from display and the Chichester centre was temporarily closed.
- The funding and organisation of the Message in a Bottle scheme, in partnership with Tandridge District Council. These bottles are intended to bring to the attention of the emergency services medical and personal details of vulnerable people, particularly those living on their own and also help, in line with the Herbert Protocol people with dementia who have gone missing. Again several locations removed their display boxes and bottles.

The following events, which the club have participated in on an annual basis, had to be cancelled this year due to the Coronavirus pandemic.

- A party for the listeners of the local Talking Newspaper for the visually impaired which was founded by the Club in 1981.
- A fun "It's a Knockout" sports event for learning difficulty and disabled youngsters in partnership with other Lions Clubs in the area.

Reserves Policy

Given the Charity's scale and manner of operation and the fact that it only dispenses grants / donations within the limit of its funds at any given time, it is not considered that there is a need for significant reserves. However the Charity looks to maintain a minimum balance in its account of £200 to pre pay for fundraising initiatives or to cover any urgent needs or requests for financial grants / donations.

Risk Policy

Not having property interests or employees, the Charity's exposure to risk is relatively low. The Trustees are covered to the level of £5 million by the Trustees' indemnity element of the Lions Multiple District Insurance policy. Due diligence in checking the insurance details of any organisation employed at events is essential.

The main perceived risk is insolvency. This is addressed by the trustees ensuring that grants / donations do not exceed the available funds held by the Charity at any given time. The Risk Policy of the Charity is subject to annual review.

Review of Financial Activities and Affairs

The financial accounts of the Caterham, Oxted & Godstone Club CIO for the year ended 30th June 2021 are attached to this report. These have been independently examined and approved.


Charity Commission Return

Caterham, Oxted & Godstone Club CIO submitted its Annual Return to the Charity Commission for the year 1/7/19 to 30/6/20 on 21st April 2021, within the 10 month's timescale permitted by the Charity Commission.

Signed on behalf of the Trustees :

President & Chairman of the Trustees	Anthony Douglas Gordon	
Secretary	John Leonard Quincey	
Treasurer	Norman Anthony Skilbeck	

Caterham, Oxted & Godstone Lions Club Charitable Incorporated Organisation
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 CHARITY COMMISSION FOR ENGLAND AND WALES	Charity Name Caterham Oxted & Godstone Lions Club (CIO)		No (if any) 1172327		CC16a
	Receipts and payments accounts				
	For the period from	Period start date 01-Jul-20	To	Period end date 30-Jun-21	
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 £
A1 Receipts					
Fund Raising Income	-	239	-	239	
Xmas Float Collections	1,320			1,320	8,588
Minibus Income	1,092	-	-	1,092	3,848
Donations received	1,073	-	-	1,073	1,015
Gift Aid	962	-	-	962	867
Other income	140		-	140	2,306
	-		-		1,000
Sub total (Gross income for AR)	4,587	239	-	4,826	17,624
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	4,587	239	-	4,826	17,624
A3 Payments					
Cost of Christmas Float Collections	320	-	-	320	5,748
Minibus Expenses	447	-	-	447	2,007
General	565	-	-	565	1,098
Grants Given	5,462	239	-	5,701	15,625
	-	-	-	-	-
	-	-	-	-	-
Sub total	6,794	239	-	7,033	24,478
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	6,794	239	-	7,033	24,478
Net of receipts/(payments)	- 2,207	-	-	- 2,207	- 6,854
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	21,931	-	-	21,931	-
Cash funds this year end	19,724	-	-	19,724	- 6,854

Caterham, Oxted & Godstone Lions Club Charitable Incorporated Organisation
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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	Charity Accounts	19,724		-
			-	-
		-	-	-
	Total cash funds	19,724	-	-

(agree balances with receipts and payments account(s))

OK

OK

OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	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	Marquees	Charity	-	-
	Trailer	Charity	-	-
	Fundraising Equipment	Charity	-	-
	Generators	Charity	-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature

Print Name

Date of approval

Caterham, Oxted & Godstone Lions Club
Examination of accounts 1/07/2020 to 30/06/2021


Basis of Independent Examiner's Report

My examination was carried out in accordance with the General directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently I do not express an audit opinion on the view given in the accounts.

Independent Examiner's Statement

In consideration with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements
 - (i) to keep accounting records in accordance with section 41 of the Act
 - (ii) to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Act have not been met or
- (2) to which, in my opinion, attention should be drawn in order a proper understanding of the accounts to be reached


.....
Malcolm Day
Independent Examiner

5/12/21
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Date