



**Caterham, Oxted & Godstone Lions Club
a Charitable Incorporated Organisation (CIO)
Registered Charity Number 1172327
Trustees Annual Report for the Year Ended 30th June 2023**

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 2023 - 30th June 2024:

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

Elected Trustees : Anthony Leslie Carter
Julia Anne Knowles
Robert Colin Knowles
Ian Raymond Macaulay
Lynne Christine Macaulay
Rita May Reissland

CIO Trustees for the period 1st July 2022 - 30th June 2023:

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

Elected Trustees : Anthony Leslie Carter
Robert John Frost
Anthony Douglas Gordon
Ian Raymond Macaulay
Lynne Christine Macaulay
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 45th 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 29 with 15 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.

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 grants to be made are individually approved by a majority of the Trustees present, subject to there being a quorum of a majority of the appointed trustees. 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. During the year the Club organised a wide range of fundraising events including the provision of food and drinks at Godstone Fete, Father Christmas Float Collections, Tribute Band Concert, Quiz Nights, Themed Dinner Evening, Sponsored Swimathon, etc.

During the Easter holiday the Club organised a Music Concert featuring a brilliant Abba tribute band. The concert was held at Caterham School in their Humphrey Hall which was provided free of charge by the school. The concert made a net profit of just over £4,000.

In May the club organised a sponsored Swimathon at de Stafford School, Caterham. Over a dozen teams from the local community raised sponsorship and took part in the event. A profit of £3,000 was achieved for the charity.

The Club attended Godstone Village Fete in August, providing a range of food and drinks as well as popcorn and candy floss. This event realised a net profit of £4,000.

The Club organised three Quiz Evenings with supper in September, March and June at the White Hart Barn, Godstone. These made a total net profit of £2,300.

In November the Club hosted a fundraising Caribbean themed Dinner Evening which realised a surplus of £900.

In December the Club takes Father Christmas on a float around selected areas of Tandridge (Bletchingley, Godstone, South Godstone and Caterham Village) as well as weekend static collections at supermarkets, collecting public donations. These collections are arranged under licence from Tandridge District Council. This year these collections realised a net income of £3,700.

After the deduction of valid expenses only, surplus monies in the Activities Account are transferred to the Charity 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".

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. A total of £2,519 was successfully claimed as Gift Aid.

Grants made by the Charity

The Members agreed and the Trustees approved a number of grants to local organisations and individuals based on recommendations from the Charity's Community Services Committee. Caterham, Oxted & Godstone Lions gave out grants totalling over £14,700 for the year. These included over twenty 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:

- £ 4,000 to the Caterham Food Bank (Trussell Trust), £2,000 to provide food parcels and £2,000 to support Fuel Poverty
- £ 1,370 to Godstone Fete Committee
- £ 1,150 to the Westway Centre, Caterham
- £ 1,130 to St Catherine's Hospice
- £ 600 to Marden Lodge School Glynn Learning Foundation
- £ 500 to the Prospero Theatre
- £ 500 to Bletchingley Skills Centre
- £ 300 to the Hygiene Bank
- £ 280 to the Pokémon Club at the Arc, Caterham

- £ 270 or Pest Control Treatment
- £ 260 to Whyteleafe School Breakfast Club
- £ 250 to Together for Short Lives
- £ 240 to local RBL Poppy Appeals
- £ 200 to a local girl guide for an inter-railing trip
- £ 200 to support Sight for Surrey
- £ 200 to the Lions International Blood Research Appeal, Kings College Hospital
- £ 200 to Sevenoaks District Scouts
- £ 180 to Men in Shed at the Westway Centre
- £ 145 for the Seeds for Hope Project
- £ 100 for a Bursary given to gifted Mathematics pupil from Oxted School
- £ 100 Godstone Parish Council, Queen's Jubilee Tree Appeal

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

- £ 1,100 to Lions Disaster Relief funds
- £ 500 to Lions Sight Savers
- £ 200 to Lions Youth Appeals
- £ 100 to the Lions Eye Hospital in Korle Bu, Ghana

Community Service Activities

The Club organises / supports the following Community Service activities :

- The provision of their 12 seater Community Minibus for community use. During the year this facility realised an operating excess of just over £1,000.
- The Collection of spectacles & hearing aids, which are recycled for use in developing countries via the Chichester Lions Club.
- 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. Bottles are made available free of charge to the public at some 25 locations throughout our District.
- A fun "It's a Knockout" sports event for learning difficulty and disabled youngsters in partnership with other Lions Clubs in the area. This is held annually at the Oasis Academy, Coulsdon which is provided free of charge.

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 at least £500 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.

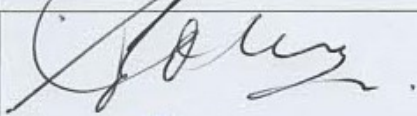
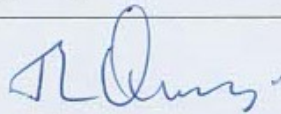
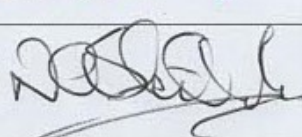
Review of Financial Activities and Affairs

The financial accounts of the Caterham, Oxted & Godstone Club CIO for the year ended 30th June 2023 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 1/7/21 to 30/6/22 on 13th April 2023, 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
Examination of accounts 1/07/2022 to 30/06/2023

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 metor
- (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

28/11/23

Date



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

Caterham Oxted & Godstone Lions Club (CIO)

No (if any)

1172327

Receipts and payments accounts

CC16a

For the period
from

Period start date
01 July 2022

To

Period end date
30 June 2023

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	20,521			20,521	17,305
Xmas Float Collections	4,376			4,376	5,612
Minibus Income	3,410			3,410	1,465
Donations received	468			468	3,610
Gift Aid	2,519			2,519	2,889
Other income	431			431	127
Sub total (Gross income for AR)	31,725	-	-	31,725	31,008
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	31,725	-	-	31,725	31,008
A3 Payments					
Cost of Fund Raising	8,072	-	-	8,072	5,222
Cost of Christmas Float Collections	577	-	-	577	523
Minibus Expenses	2,359	-	-	2,359	3,313
General	1,565	-	-	1,565	1,219
Grants Given	14,777	-	-	14,777	9,280
	-	-	-	-	-
Sub total	27,350	-	-	27,350	19,557
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	27,350	-	-	27,350	19,557
Net of receipts/(payments)	4,375	-	-	4,375	11,451
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	31,174	-	-	31,174	19,723
Cash funds this year end	35,549	-	-	35,549	31,174

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	35,549	-	-
			-	-
		-	-	-
	Total cash funds	35,549	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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)
	Marquees	Charity	-	-
	Trailer	Charity	-	-
	Fundraising Equipment	Charity	-	-
	Generators	Charity	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
			-	
			-	
			-	
			-	
			-	
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 1/07/2022 to 30/06/2023

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Independent Examiner

28/11/23

Date