



**Caterham, Oxted & Godstone Lions Club  
a Charitable Incorporated Organisation (CIO)  
Registered Charity Number 1172327  
Trustees Annual Report for the Year Ended 30<sup>th</sup> June 2024**

**Legal and Administrative Details:**

**Charity Name:** Caterham, Oxted & Godstone Lions Club  
a Charitable Incorporated Organisation  
formed on 1<sup>st</sup> 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 29<sup>th</sup> March 2017

**Current CIO Trustees, for the period 1<sup>st</sup> July 2024 - 30<sup>th</sup> June 2025:**

**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 :** Emmanuel David Annenberg  
Anthony Leslie Carter  
Rita May Reissland

**CIO Trustees for the period of this report, 1<sup>st</sup> July 2023 - 30<sup>th</sup> 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

**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 20<sup>th</sup> 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 46<sup>th</sup> 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 28 with 15 men and 13 women. At the end of the year the membership was 22 with 11 men and 11 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 1<sup>st</sup> 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 over £5,000.

In May the club organised a sponsored Swimathon at de Stafford School, Caterham. Nine teams from the local community raised sponsorship and took part in the event. A profit of £2,000 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 £4,600.

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 just over £3,000.

In November the Club hosted a fundraising Italian themed Dinner Evening which realised a surplus of just over £1,200.

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 just under £4,000.

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".

### **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 or supported good causes totalling over £18,000 for the year. These included over thirty 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:

- £ 2,016 to St Stephens School, S Godstone's Riding for the Disabled scheme
- £ 2,000 to the Caterham Food Bank (Trussell Trust) to provide food parcels
- £ 1,459 to support local youth groups who participated in the Swimathon event
- £ 1,500 to Godstone Fete Committee who in turn support groups in the Godstone area
- £ 1,400 to Godstone Primary School Reading scheme
- £ 1,000 to the Woodhouse Craft Centre, Oxted
- £ 700 to the Caterham Appeal in support of displaced persons from Ukraine
- £ 652 for the purchase of beds and mattresses for needy local resident
- £ 510 to Marden Lodge School, Caterham : Glynn Learning Foundation
- £ 500 to St Catherine's Hospice
- £ 500 to Clockwork Charity, Oxted
- £ 500 for flooring works for needy local resident
- £ 380 for purchase of washing machine for needy local resident
- £ 320 for purchase of learning materials for distribution to local schools
- £ 260 to Whyteleafe School Breakfast Club
- £ 250 to East Surrey Museum

- £ 225 to local RBL Poppy Appeals
- £ 200 to a local girl guide for an inter-railing trip
- £ 150 to Sing for Joy scheme, Godstone
- £ 150 to support the local Lions Zone It's a Knockout event for disabled youths
- £ 100 to the Cameo community project, Godstone

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

- £ 800 to the Lions International Blood Research Appeal, Kings College Hospital
- £ 400 to Lions Disaster Relief funds
- £ 500 to the local KSS Air Ambulance
- £ 500 to Lions Sight Savers
- £ 284 to the Stroke Association
- £ 250 to Lions Youth Appeals
- £ 250 to the Royal Marsden Hospital, Sutton
- £ 200 to Lions Activity Alliance, supporting people with disabilities to participate in sports
- £ 100 to the National Centre for Young People with Epilepsy, Lingfield
- £ 100 to the Lions Brain Tumour Appeal

### **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 made an operating loss of just under £200. This is considered acceptable as a club contribution to support this much valued community asset. A further £4,600 was spent to retro-install an air conditioning system in the minibus to make the vehicle a much more attractive facility in the hot summer months.
- 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 (medications and allergies) 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 at least 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 CIO'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 CIO Fund at any given time. The Risk Policy of the Trust is subject to annual review.

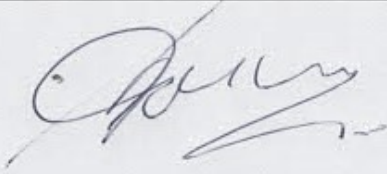
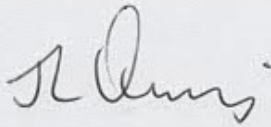
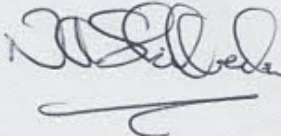
### **Review of Financial Activities and Affairs**

The financial accounts of the Caterham, Oxted & Godstone Club CIO for the year ended 30th June 2024 are attached to this report. These have been independently examined and approved.

### **Charity Commission Return**

Caterham, Oxted & Godstone Club CIO will submit its Annual Return to the Charity Commission for the year 1/7/23 to 30/6/24 before 30<sup>th</sup> April 2025, within the 10 month's timescale required by the Charity Commission.

**Signed on behalf of the Trustees :**

<b>President &amp; Chairman of the Trustees</b>	<b>Anthony Douglas Gordon</b>	
<b>Secretary</b>	<b>John Leonard Quincey</b>	
<b>Treasurer</b>	<b>Norman Anthony Skilbeck</b>	



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 2023

To

Period end date  
30 June 2024

### 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>					
Fund Raising Income	24,468			24,468	20,521
Xmas Float Collections	4,689			4,689	4,376
Minibus Income	1,900			1,900	3,410
Donations received	326			326	468
Other income	553			553	2,519
				-	431
<b>Sub total (Gross income for AR)</b>	<b>31,936</b>	<b>-</b>	<b>-</b>	<b>31,936</b>	<b>31,725</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>31,936</b>	<b>-</b>	<b>-</b>	<b>31,936</b>	<b>31,725</b>
<b>A3 Payments</b>					
Cost of Fund Raising	4,706	-	-	4,706	8,072
Cost of Christmas Float Collections	708	-	-	708	577
Minibus Expenses	6,727	-	-	6,727	2,359
General	2,460	-	-	2,460	1,565
Grants Given	18,258	-	-	18,258	14,777
	-	-	-	-	-
<b>Sub total</b>	<b>32,859</b>	<b>-</b>	<b>-</b>	<b>32,859</b>	<b>27,350</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>32,859</b>	<b>-</b>	<b>-</b>	<b>32,859</b>	<b>27,350</b>
<b>Net of receipts/(payments)</b>	<b>- 923</b>	<b>-</b>	<b>-</b>	<b>- 923</b>	<b>4,375</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>35,549</b>	<b>-</b>	<b>-</b>	<b>35,549</b>	<b>31,174</b>
<b>Cash funds this year end</b>	<b>34,626</b>	<b>-</b>	<b>-</b>	<b>34,626</b>	<b>35,549</b>



## 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 £
<b>B1 Cash funds</b>	Charity Accounts	34,626	-	-
			-	-
		-	-	-
	<b>Total cash funds</b>	<b>34,626</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
<b>B2 Other monetary assets</b>	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	Marquees	Charity	-	-
	Trailer	Charity	-	-
	Fundraising Equipment	Charity	-	-
	Generators	Charity	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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	

**Independent Examiner's Report to the Trustees of the  
Caterham, Oxted and Godstone Lions Club (CIO)  
Charity Registration Number 1172327**

**Examination of the charity's accounts for the period 1/07/2023 to 30/06/2024**

**Respective responsibilities of trustees and examiner**

The charity's trustees are responsible for the preparation of the accounts.

The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention

**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 any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the next statement.


**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.

.....  
  
Malcolm Day  
Independent Examiner

.....  
26/11/24  
Date