

**Northfleet & Ebbsfleet Lions Club  
Charitable Incorporated  
Organisation**



**Trustees Annual Report and  
Financial Statements**

**Period Ending 30<sup>th</sup> June 2021**

**Registered Charity No: 1174486**

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## **1.0 Legal and Administrative Information**

### **1.1 CIO Registration Number:**

Charity Number - 1174486

### **1.2 Trustees for the Period:**

Ex Officio Trustees:	Sandra Barden Michael Wilson Colin Ready	President Secretary Treasurer
Elected Trustees:	Roger Francis Trevor Irvine  Michael Parker Carol Rawlings Sandie Wade	Appointed Trustee Appointed Trustee (resigned 9/11/2020) Appointed Trustee Appointed Trustee Appointed Trustee (from 12/4/2021)

### **1.3 Bankers:**

Lloyds Bank plc  
78, New Road  
Gravesend  
Kent  
DA11 0AR

### **1.4 Independent Examiner:**

Mrs Sara Askham

## **2.0 Trustees Report**

The trustees are pleased to present their report together with the financial statements for the period ended 30<sup>th</sup> June 2021. The financial statements comply with the current statutory requirements and the Statement of Recommended Practice - Accounting and Reporting by Charities.

## **3.0 Object of the CIO**

The object of the CIO is to apply its income for any purpose that is charitable according to the law of England and Wales whether for the benefit of any individual, group of people or for the benefit of any other organisation established for charitable purposes.

## **4.0 Structure and Constitution**

The Northfleet & Ebbsfleet Lions Club CIO is governed by its Constitution and is a registered charity - Number 1174486.

## **5.0 Policies**

It is the CIO's policy to work proactively towards supporting various local, national and international charitable organisations and causes, principally for the benefit of residents of Northfleet and the surrounding communities.

## **6.0 Organisation**

Northfleet and Ebbsfleet Lions Club has been a member of the International Association of Lions Clubs for over forty years. The members of the club are volunteers who give their time unconditionally in support of charitable causes.

The CIO's affairs are managed by a group of seven trustees, in accordance with the constitution registered on 4<sup>th</sup> September 2017. All nominated trustees are also members of the Northfleet and Ebbsfleet Lions Club.

Election of Trustees - the President, Secretary and Treasurer of the Club are elected (or re-elected if that is the case) to their Club posts annually by members of Northfleet and Ebbsfleet Lions Club. The members occupying these posts automatically become Trustees for twelve months by virtue of the post that they hold. There are four other (non-officer) Trustees who each serve for three years; one of whom stands down annually and their replacement (and it can be the same person elected again) then serves for three years.

Matters are decided by a majority vote of the trustees present at a meeting, subject to there being a quorum of four; the chairperson having the casting vote. A quorate meeting of the trustees may exercise its powers which include the management of the charity and the control of its assets.

## **7.0 Induction and Training of New Trustees**

Northfleet and Ebbsfleet Lions Club avails itself of the training facilities provided by the International Association of Lions Clubs (District 105SE).

## **8.0 Restrictions**

All profits and property of the CIO are required to be applied to promoting its objects and are vested in the trustees for this purpose. No part of the assets shall be applied however without the approval of the trustees.

## **9.0 Investment Powers**

The CIO is empowered to invest any moneys not immediately required for its purposes in such investments as are authorised for the investment of CIO funds. The CIO may also establish or support any charitable trusts, associations or institutions formed for the objects of the CIO.

### **9.1.1 Activities and Public Benefit**

The trustees confirm that they have referred to the guidance contained in the Charity Commission general guidance on public benefit when reviewing the Trusts aims and objectives and planning future activities, also in setting grant making policy for the year. The trustees consider the activities and achievements of the CIO satisfy the Public Benefit requirements.

During the year under review, no major fund-raising events were held due to the constraints of COVID-19

The limited fund-raising activities that were possible produced an income of £2,107. See full details in the receipts and payments account.

This was significantly down on past years as major events continued to be cancelled due to COVID-19.

After the deduction of valid expenses only, surplus monies in the Fund-Raising Account are transferred to the Charitable Trust Account. These funds may then only be donated to chosen causes on the recommendation of the Clubs Community Services Committee/Club members and approved by the Trustees.

Donations and other outgoings for the year amounted to £1,325. See full details in the receipts and payments account.

## **10.0 Review of Results and Financial Position**

The CIO had a surplus of £782 in the year under review and assets of £3,423 at the year-end See full details in the receipts and payments account.

## **11.0 Community Service Activities**

The Club continued to support Community Service organisations, although in a very limited capacity due to the restrictions imposed by COVID-19.

A full list of donations made, and the individuals and organisations supported is in Appendix C.

## **12.0 Future Plans**

Members will continue to provide the charitable services described earlier and will seek other areas where services can be offered. The trustees will consider applications for financial assistance and will seek suitable opportunities to provide further assistance.

## **13.0 Grant Making Policy**

It is the policy of the trustees to make grants principally to organisations and individuals in Northfleet and surrounding communities, although Lions Clubs projects both national and international are also supported. Wherever possible, the Club prefers to support specific projects.

## **14.0 Reserves Policy**

The CIO looks to maintain a minimum balance in its account of £500.00 to cover any urgent needs or requests for financial donations.

## **15.0 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 £2 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. The risk policy of the CIO is subject to annual review.

## **16.0 Statement of Trustees Responsibilities**

Law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year and of its financial position at year end (unless the charity is entitled to prepare accounts on the alternative receipts and payments basis).

In preparing accounts giving a true and fair view, the trustees should follow best practice and:

- Select suitable accounting policies and apply them consistently
- Make judgements and estimates that are reasonable and prudent
- State whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts
- Prepare the accounts on an ongoing concern basis unless it is inappropriate to presume that the charity will continue in operation

The trustees are responsible for keeping the accounting records that disclose with reasonable accuracy the financial position of the charity and enable them to ensure that the accounts comply with the Charities Act 2011, the Charities (Accounts and Reports) Regulations 2011 and the provisions of the CIO constitution. They are responsible for safeguarding the assets of the charity and hence for taking steps for the prevention and detection of fraud and other irregular activities.

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

The financial accounts of the Northfleet and Ebbsfleet Lions Club CIO for the period ended 30 June 2021 are included in this report. These have been prepared on the Receipts and Payments basis.

# Annual Accounts 2020-2021

Northfleet and Ebbsfleet Lions Club Charitable Incorporated Organisation - 1174486

## Receipts and Payments

	2020-21	2019-20
<b>Income</b>		
Fund Raising Activities (see Appendix A)	£ 531	£ 10,337
Christmas collections	£ 83	£ 5,082
Ebbsfleet Station Lion - General	£ 100	£ 188
Ebbsfleet Station Lion - Hospice		£ -
LIBRA donation		£ -
Miscellaneous Donations	£ 874	£ 462
MD emergency grant (ellenor)		£ 1,000
Indonesian Tsunami collection		£ -
Bahama's collection		£ 518
Amazon Smile	£ 19	
Patient packs	£ 500	
Australian fires		£ 627
<b>Total Receipts</b>	<b>£ 2,107</b>	<b>£ 18,214</b>
<b>Expenditure</b>		
Cost of Fund Raising Activities (see Appendix B)		£ 7,044
Donations made (see Appendix C)	£ 707	£ 17,255
Insurance		£ -
Meeting expenses	£ 120	£ 160
Garage rental	£ 334	£ 329
Gazebo		£ -
Raffle prize stock for events		£ -
Stationery - printing, raffle tickets, card etc		£ 113
Sundries	£ 86	£ 78
Stock & equipment	£ 23	£ -
Lottery license	£ 20	£ 40
ICO registration	£ 35	
Waste paper disposal		£ 300
<b>Total Expenditure</b>	<b>£ 1,325</b>	<b>£ 25,319</b>
<b>Excess Income Over Expenditure For Year</b>	<b>£ 782</b>	<b>-£ 7,105</b>
<b>Cash Balances at 1st July 2020</b>	<b>£ 2,641</b>	<b>£ 9,746</b>
<b>Excess Income over Expenditure For Year</b>	<b>£ 782</b>	<b>-£ 7,105</b>
<b>Cash Balances at 30th June 2021</b>	<b>£ 3,423</b>	<b>£ 2,641</b>
<b>Represented by</b>		
Cash held in Fund Raising bank account	£ 2,079	£ 2,255
Cash held in Charity Trust Fund bank account	£ 1,344	£ 386
	<b>£ 3,423</b>	<b>£ 2,641</b>

Signed by two Trustees on behalf of all Trustees

*Sandra Barden*

*Colin Ready*

Print Name

Sandra Barden  
(President 2020- 2021)

Colin Ready  
(Treasurer 2020 - 2021)

Date of Approval

*31/5/22*

*31/5/22*

# Annual Accounts 2020-2021

Northfleet and Ebbsfleet Lions Club Charitable Incorporated Organisation - 1174486

## Appendix A - Fund Raising Income

	2020-21	2019-20
Fetes etc.	£ -	£ 144
Comedy Night	£ -	£ 6,544
Murder Mystery Night	£ -	£ -
Easter Egg Raffle	£ 531	£ -
60/70's Night	£ -	£ -
ADSS tea party	£ -	£ -
Golf Day	£ -	£ 325
Quiz Nights	£ -	£ 516
Bike Sale	£ -	£ -
Events cancelled due to COVID (Murder Mystery & 60/70's night)	£ -	£ 2,808
	<b>£ 531</b>	<b>£ 10,337</b>

## Appendix B - Fund Raising Expenses

	2020-21	2019-20
Fetes etc.	£ -	£ -
Comedy Night	£ -	£ 3,691
Murder Mystery Night	£ -	£ 150
Easter Egg Raffle	£ -	£ 503
60/70's Night	£ -	£ 50
ADSS tea party	£ -	£ -
Golf Day	£ -	£ 7
Quiz Nights	£ -	£ 120
Bike Sale	£ -	£ -
Refunds Events cancelled due to COVID (Murder Mystery & 60/70's night)	£ -	£ 2,523
	<b>£ -</b>	<b>£ 7,044</b>



# Annual Accounts 2020-2021

Northfleet and Ebbsfleet Lions Club Charitable Incorporated Organisation - 1174486

## Appendix C - Donations Made 2020-2021

	2020-21	2019-20
<b>Local Donations:</b>		
ADSS	£ -	£ 1,825
Autism SE	£ -	£ 500
Brightstar Wellbeing	£ -	£ -
Cherished Memories	£ -	£ 400
Choices	£ -	£ 500
COVID-19 Certificates	£ 82	£ -
Dartford Cambria Sea Scouts	£ -	£ 250
Dial	£ -	£ -
DV Scrubbers	£ -	£ 100
DVH	£ -	£ 590
Ellenor	£ 425	£ 4,845
Family Holiday	£ -	£ -
Family Matters	£ -	£ 300
Food bank	£ -	£ 405
Gravesend & District Mencap	£ -	£ 250
Gravesham Performing Arts Festival	£ -	£ -
Helen Allison School - Quiz Nights	£ -	£ 50
Hi Kent	£ -	£ -
Hi Viz Vests	£ -	£ 314
Ifield School - Ski Trip	£ -	£ -
IMAGO - Young Carers Charity	£ -	£ 500
In Praise of Young People	£ -	£ 250
Istead Rise Scouts	£ -	£ -
Josh for GOSH	£ -	£ 250
KASBAH	£ -	£ 300
Kent Association for the Blind	£ -	£ 300
KSSAA	£ -	£ 250
Lost for words	£ -	£ -
Macular Society	£ -	£ 250
Making miracles	£ -	£ -
MIAB	£ -	£ 68
Northfleet Angels	£ -	£ 250
Patient Packs	£ -	£ 403
PHAB	£ -	£ 300
Porchlight	£ -	£ 400
Remap	£ -	£ -
Sanctuary	£ -	£ -
St Mary's Greenhithe	£ -	£ 950
Swanscombe Sleigh - Mayor's Fund	£ -	£ -
Walk Tall	£ -	£ -
Waterside Parents Centre	£ -	£ 500
Xmas parcels	£ -	£ 160
Zone project	£ -	£ -
<b>Sub Total</b>	<b>£ 507</b>	<b>£ 15,460</b>

# Annual Accounts 2020-2021

Northfleet and Ebbsfleet Lions Club Charitable Incorporated Organisation - 1174486

	2020-21	2019-20
<b>National Donations:</b>		
LIBRA	£ -	£ -
Special Olympics	£ -	£ -
<b>Sub Total</b>	£ -	£ -
<b>International Donations:</b>		
Australian fires	£ -	£ 627
Bahama's disaster	£ -	£ 518
Belarus school 99	£ -	£ -
Indonesian Tsunami	£ -	£ -
International Youth Camp	£ -	£ -
Kerala flood	£ -	£ -
LCIF - India	£ 200	£ -
Mozambique appeal	£ -	£ -
Sight Savers	£ -	£ 250
Smile Malawi	£ -	£ 400
UNICEF - School in a Box	£ -	£ -
<b>Sub Total</b>	£ 200	£ 1,795
<b>Total Donations</b>	£ 707	£ 17,255



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

**Independent examiner's  
report on the accounts**

**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Northfleet and Ebbsfleet Lions Club Charitable Incorporated Organisation

**On accounts for the year  
ended**

30<sup>th</sup> June 2021

**Charity no  
(if any)**

1174486

**Set out on pages**

1, 2 and Appendices A, B & C

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30<sup>th</sup> June 2020

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 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:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Signed:**

*Sara Askham*

**Date:**

13/4/2022

**Name:**

SARA ASKHAM

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

**Address:**

7 PILKINGTON ROAD

ORPINGTON

KENT BR6 8HR

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight 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.**