

# THE QUICK RESPONSE MEMORIAL WOODLAND TRUSTEES REPORT FOR YEAR ENDING 30<sup>TH</sup> JUNE 2024

## Objectives and activities

The Quick Response Memorial Woodland (QRMW) is a Charitable Incorporated Organisation (CIO), charity number 1174651. The objectives of the charity are:



Providing and maintaining a woodland as a public memorial to commemorate and remember those who have lost their lives or suffered injury, or put themselves at risk of life or injury, in service of the public



To prevent or relieve poverty or financial hardship among former personnel of Her Majesty's Armed Forces (Veterans), their dependents and carers in such ways as the Trustees think fit, including by

- providing grants, items, and services to such individuals in need and/or charities, or other organisations working to prevent or relieve poverty among such individuals; and
- providing such individuals with goods or services which they could not otherwise afford through lack of means; and

In addition to these objectives, QRMW are also very proud to:



support and invest in woodland and wildlife conservation



educate young people (cadets, scouts, cubs, schoolchildren) on woodland management, learning about an ancient English woodland, and the purpose of QRMW

Since 2016 this support has been provided in many ways, including assistance with clothes, shoes, food, temporary accommodation, train fares, utility bills, and funeral expenses.

The memorial woodland is an integral part of the charity. As well as being a public memorial the woodland also provides a safe sanctuary for those who are troubled mentally, be it from the effects of active service, or from the difficulties some face adapting to civilian life. During the COVID pandemic the woodland has provided a safe outdoor environment, easy to social distance, for Veterans who are lonely, and/or suffering with depression, anxiety, Post Traumatic Stress Disorder (PTSD).

QRMW are an all-inclusive charity and never turn anyone away. The memorial woodland is open 24/7 all year round. People visit the woodland to volunteer with general maintenance, for a chat and cup of tea with like minded people who have been through similar experiences, and/or just to reflect in a tranquil, safe, and calm environment.

Many families and friends of Veterans plant trees, scatter ashes, and visit the woodland to remember their loved ones. Often this is in groups with several generations proud to remember the bravery and life of their loved ones.

The objectives and activities of the charity are promoted through QRMW.org and Facebook. Currently there are 3,267 Facebook members with regular posts from Trustees and members.

The charity remains in a healthy financial position, and most importantly still able to fulfil all its objectives. Details of the finances can be found in the Year End Treasurer's Report.

## Achievements and performance

Thank you to all the Trustees and volunteers who work tirelessly to support veterans in need, maintaining a beautiful tranquil memorial woodland, and sustaining wildlife conservation. Thank you as well to our incredible supporters who make QRMW the amazing charity that it is today.

For the period 1<sup>st</sup> July 2023 to 30<sup>th</sup> June 2024 QRMW has invested funds to meet its objectives:



£861 memorial woodland maintenance



£762 wildlife conservation



Honouring and remembering Veterans at the QRMW Anniversary event, which was held 1<sup>st</sup> June 2024



£615 supporting Veterans in need

As with all charities QRMW has operating and charity activity costs. This includes, fundraising costs, special events, IT consumables, web hosting, electricity, telephony, and transport costs for the charity vehicle i.e. maintenance, insurance, MOT, and fuel. A breakdown of these costs is available in the Year End Treasurer's Report.

## Financial review

The Treasurer has written a yearend financial report, which is available on request and/or publicly viewable via the Charities Commission; [Search the register of charities \(charitycommission.gov.uk\)](https://www.charitycommission.gov.uk)

## Structure, governance, and management

The charity is a Charitable Incorporated Organisation (CIO) comprising 7 Trustees and 3 Patrons:



Mr George Paul Cooling – Chairman



Mrs Deborah Hornblow – Secretary



Mr Martin David Jackson – Treasurer



Mr John Houghton – Memorial Woodland Site Coordinator



Mr Colvin Nurse – Veterans Support Coordinator



Mr Mark Stringer – Trustee



Mr Stewart Hornblow - Trustee



Lt Colonel Michael Rowney MBE - Patron



Mr B Cooper BEM – Patron



Sir Paul Beresford MP - Patron

Apart from the first charity Trustees, every Trustee is appointed by a resolution passed at a properly convened meeting of the charity Trustees.

The Trustees have collective responsibility for running the charity and strive to meet at least four times a year. The meetings have a set agenda, including a Chairman's and Treasurer's financial report, and are fully documented by the Secretary. The aim of the meetings is to ensure all Trustees



are fully informed, important topics are discussed, and decisions effecting the charity are made as a team.

The charity has strict rules in place to assess Veterans in need of help. An assessment is completed and documented by a minimum of two Trustees followed by a wider consultation with the other Trustees. The assessment considers the level of risk, safeguarding, emotional and physical health, and general wellbeing. Where possible the Trustees meet the Veteran in person and aim to decide within 24 hours.

All Trustees and volunteers are unpaid.

### **Reference and administrative details**

The Registered name of the charity is The Quick Response Memorial Woodland, charity number 1174651. The charity uses and is commonly known as QRMW.

The address of the principal office is QRMW, Little Hey, Bonsey Lane, Westfield, Woking, Surrey GU22 9PP.

Email address [QRMWCharity@gmail.com](mailto:QRMWCharity@gmail.com)

Telephone number 0744 409 4700.

The charities solicitors are Barlow Robbins Solicitors, Concord House, 165 Church Street, Working, Surrey GU21 6HT.

### **Exemptions from disclosure**

There are no exemptions from disclosure.

### **Funds held as custodian trustee on behalf of others**

There are no funds held as custodian trustee on behalf of others.

### **Plans**

Over the last 10 years QRMW has risen from strength to strength. We are now in a position where we can consider expansion of the memorial woodland if the opportunity arises to purchase additional land. Funds have been ringfenced by the Treasurer to ensure this remains a viable financial option in the future.

The charity is committed to growth with the objectives of:



Supporting Veterans, their dependents, and carers across the UK



Expanding the QRMW network of supporters, advocates, and donors. We have seen a 10% increase in the number of Facebook members in the last 2 years



Promoting QRMW across the UK to reach more Veterans, dependants, and carers



Partnering with Veteran charities, businesses, and organisations with the same ethos as QRMW



Purchasing the remaining land from the Chairman

In addition, the charity also plans to hold the following events at the woodland as well as attending military events in the area:



Easter event 13<sup>th</sup> April 2025



11<sup>th</sup> Anniversary event 7<sup>th</sup> June 2025



Remembrance Service 11<sup>th</sup> November 2025



Christmas event 7<sup>th</sup> December 2025

Other events include:



Music in the Marsh, Saddlers Arms, Send Marsh, Ripley 12<sup>th</sup> July 2025



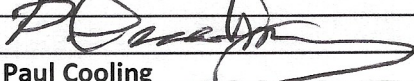
Rockin on the River, Crown & Anchor, Old Working 24<sup>th</sup> August 2025

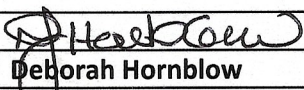
The charities Trustees would like to acknowledge and thank all supporters of QRMW who have made QRMW what it is today, thank you all.

### Declarations

The Trustees declare that they have approved the Trustees report above.

**Signed on behalf of the charity's Trustees**

Signature	
Full name	Paul Cooling
Position	Chairman
Date	25/11/24

Signature	
Full name	Deborah Hornblow
Position	Secretary
Date	25/11/24



**THE QUICK RESPONSE MEMORIAL WOODLAND**  
**TREASURER'S REPORT FOR YEAR ENDING 30<sup>th</sup> JUNE 2024**

**BALANCE OF ACCOUNTS**

	TOTAL
Opening balance	£27,944.38
Receipts	£23,153.67
Payments	£16,095.38
BALANCE	£35,002.67

**HIGHLIGHTS**

Our finances continue to look very healthy with a surplus of £7,085.29 from the previous year.



**Quick Response**  
Memorial Woodland

Donations increased by £1,842.44 from the previous year.



**Quick Response**  
Memorial Woodland

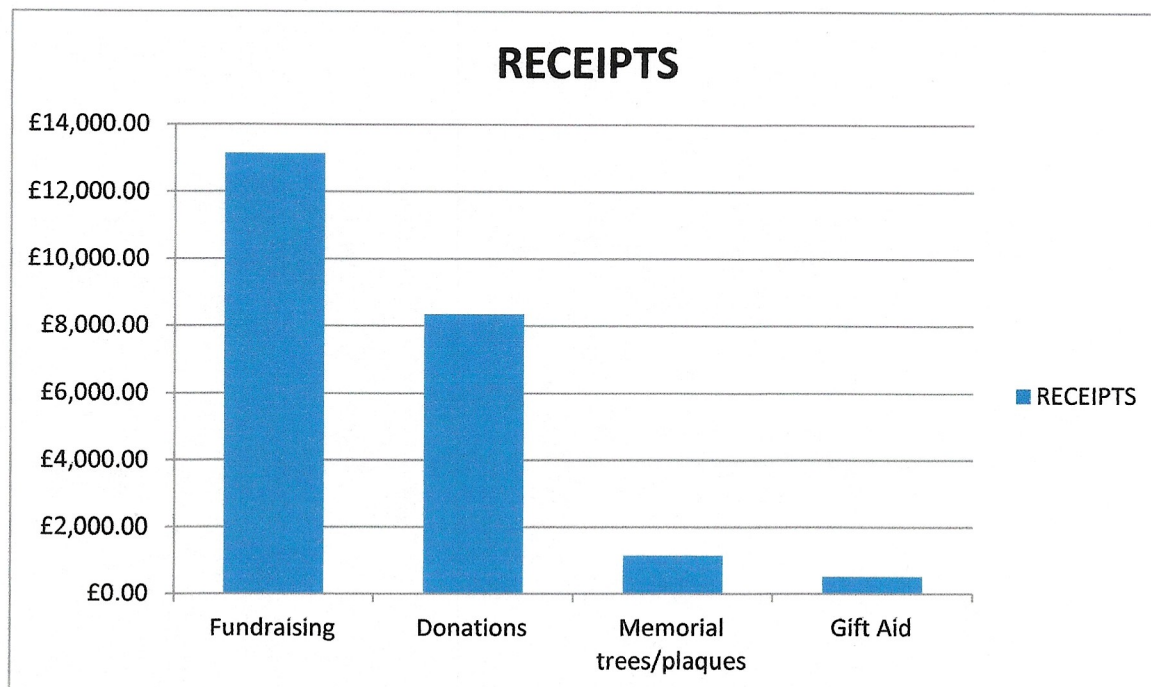
A huge thank you to Stewart Hornblow and his fellow fundraisers for raising £3,143.67 in sponsored events for the charity.



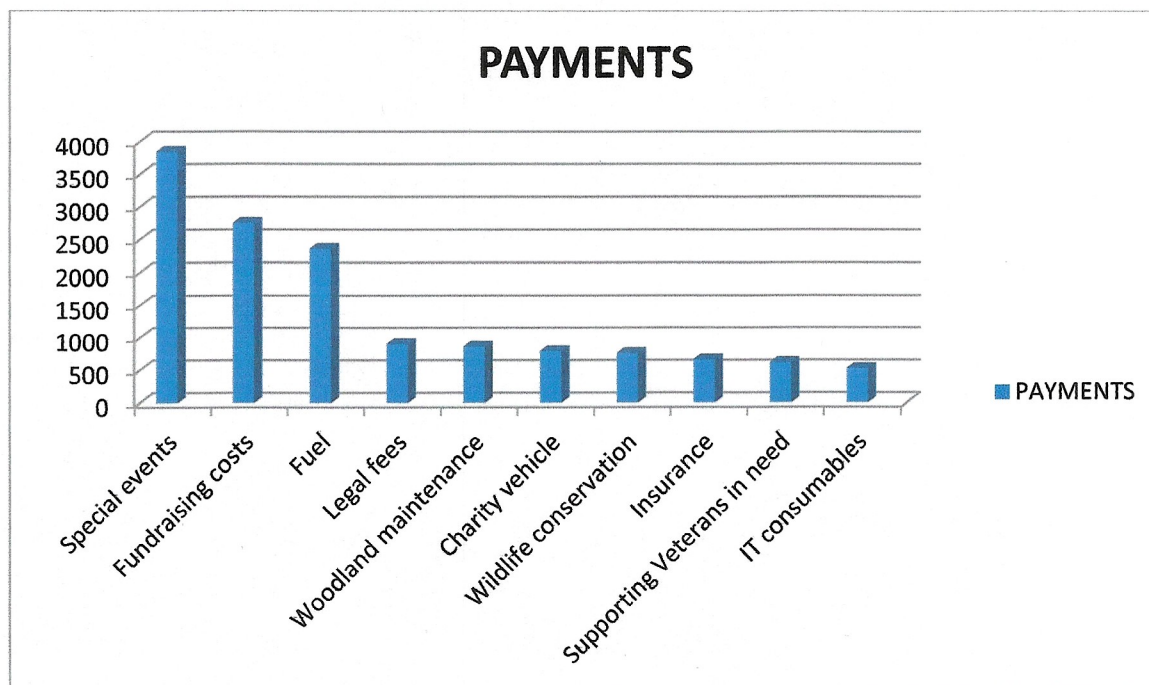
**Quick Response**  
Memorial Woodland

Another huge thank you to everyone at the Crown and Anchor, Old Dorking, and all the musicians who gave up their time for the highly successful Rockin on the River fundraiser which raised £2,485.38.

## RECEIPTS



## PAYMENTS



**Special events** are primarily for the purchase of QRMW branded gazebos. A huge thank you to Lt Colonel Michael Rowney for donating £1,500 towards the cost.

**Legal fees** are for solicitor fees in relation to the lease of the land.



## **BUDGET FORECAST**

Please see attached 'Annual Budget' for a detailed breakdown:

	TOTAL
Opening balance	£35,000
Receipts	£14,400
Payments	£12,280
Ringfenced funds	£21,000
BALANCE	£16,120

Forecasting a budget is always challenging so I've called out some of my thoughts below which helped me make some 'educated' predictions / assumptions:



Quick Response  
Memorial Woodland

I have ringfenced £21,000 for the following reasons:

- £20,000 for the potential purchase of additional land to expand the memorial woodland.
- £1,000 to cover labour costs to maintain the woodland when there's limited availability from the Trustees. All Trustees remain unpaid. However, maintaining the memorial woodland throughout the year is extremely important. Provisionally, we would require this additional support for 2 weeks in June and October.



Quick Response  
Memorial Woodland

I have budgetted £1,000 in legal fees to complete the lease of the land.



Quick Response  
Memorial Woodland

Supporting veterans in need is core to our values so I have again budgetted heavily for this £1,000. I appreciate we often support veterans in other ways rather than just financially, but I do feel it's important to have a robust budget for this.

## **ATTACHMENTS**



Quick Response  
Memorial Woodland

Financial Year report



Quick Response  
Memorial Woodland

Financial Year Detail report



Quick Response  
Memorial Woodland

Annual Budget 1 July 2024 – 30 June 2025



Quick Response  
Memorial Woodland

## Independent audit examination report

SIGNED:

DATED: 17 November 2024

QRMW TREASURER: Martin Jackson



# QRMW -- Financial Year -- 1 July 2023 to 30 June 2024

	Cash Transactions	Bank Transactions	All Transactions
<b>Opening Balance</b>	<b>£401.20</b>	<b>£27,543.18</b>	<b>£27,944.38</b>
<b>Receipts</b>			
Donations	£386.00	£7,956.44	£8,342.44
Fundraising	£1,085.01	£12,057.86	£13,142.87
Generated	£0.00	£1,159.00	£1,159.00
Grants	£0.00	£0.00	£0.00
Unearned	£0.00	£509.36	£509.36
	<u>£1,471.01</u>	<u>£21,682.66</u>	<u>£23,153.67</u>
	<b>£1,872.21</b>	<b>£49,225.84</b>	<b>£51,098.05</b>
<b>Payments</b>			
Insurance	£0.00	£662.61	£662.61
Charitable Activity	£424.72	£9,151.80	£9,576.52
Operating	£152.77	£3,952.20	£4,104.97
Overheads	£0.00	£474.33	£474.33
Fees and Charges	£0.00	£1,276.95	£1,276.95
	<u>£577.49</u>	<u>£15,517.89</u>	<u>£16,095.38</u>
	<b>£1,294.72</b>	<b>£33,707.95</b>	<b>£35,002.67</b>
<b>Transfers</b>			
	-£385.00	£385.00	£0.00
	<u>£909.72</u>	<u>£34,092.95</u>	<u>£35,002.67</u>
		Trading Balance for year	£7,058.29
		Money held in Current Accounts	£34,092.95
		Money held in Saving Accounts	£0.00
		Cash in Hand	£909.72
			<u>£35,002.67</u>

# QRMW

Financial Year -- 1 July 2023 to 30 June 2024

Year to Date Detail Report as at 30 June 2024

## Receipts

<b>Donations</b>	<b>£8,342.44</b>
Restricted	£2,127.99
Unrestricted	£6,214.45
<b>Fundraising</b>	<b>£13,142.87</b>
Social events	£2,635.39
Military events	£42.60
Woodland events	£6,778.21
Shows and fairs	£228.00
Sponsored events	£3,143.67
Raffles	£215.00
Other	£100.00
<b>Generated</b>	<b>£1,159.00</b>
Sale of QRMW merchandise	£9.00
Sale of memorial trees	£990.00
Sale of memorial plaques	£160.00
Sale of land	£0.00
Sale of assets	£0.00
Property rental	£0.00
Other.	£0.00
<b>Grants</b>	<b>£0.00</b>
Restricted.	£0.00
Unrestricted.	£0.00
<b>Unearned</b>	<b>£509.36</b>
Gift Aid	£509.36
Bank interest	£0.00

## Payments

<b>Insurance</b>	<b>£662.61</b>
Buildings	£0.00
Contents	£0.00
Equipment	£0.00
Vehicle	£486.24
Road side assistance	£0.00
Public Liability	£176.37
Professional Indemnity	£0.00
<b>Charitable Activity</b>	<b>£9,576.52</b>
Fuel	£2,363.14
Fundraising costs	£2,753.41
Supporting Veterans in need	£615.00
Catering	£0.00
Special events	£3,844.97
Purchase of land	£0.00
Purchase of other assets	£0.00
<b>Operating</b>	<b>£4,104.97</b>
Office equipment and stationery	£92.66
IT consumables	£523.34
Building maintenance	£0.00
Woodland maintenance and security	£861.26
Vehicle maintenance / MOT	£791.82
Other maintenance	£170.00
Other equipment	£67.84
QRMW merchandise	£379.00
Wildlife conservation	£762.08
Postage	£123.58
Web hosting	£324.59
Fixtures and fittings	£8.80
<b>Overheads</b>	<b>£474.33</b>
Rent	£0.00
Rates	£0.00
Water rates	£0.00
Lease rates	£0.00
Electricity	£300.68
Gas	£0.00
Telephone and broadband	£173.65
Alarm monitoring	£0.00
Fire certification	£0.00
Electric certification	£0.00
Gas safety	£0.00
Other certification	£0.00
<b>Fees and Charges</b>	<b>£1,276.95</b>
Audit/Accountancy fees	£0.00
Legal fees	£900.00
Other professional fees	£364.95
Bank charges	£12.00

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**£16,095.38**

**Surplus / Deficit**

**Financial Year -- 1 July 2023 to 30 June 2024**

**£7,058.29**



# QRMW

Financial Year -- 1 July 2024 to 30 June 2025

## Annual Budget

	2024 - 2025		2024 - 2025
<b>Receipts</b>		<b>Payments</b>	
<b>Donations</b>		<b>Insurance</b>	
Restricted	£0.00	Buildings	£0.00
Unrestricted	£6,000.00	Contents	£0.00
		Equipment	£0.00
<b>Fundraising</b>		Vehicle	£500.00
Social events	£1,500.00	Road side assistance	£0.00
Military events	£50.00	Public Liability	£200.00
Woodland events	£4,000.00	Professional Indemnity	£0.00
Shows and fairs	£100.00		
Sponsored events	£1,000.00	<b>Charitable Activity</b>	
Raffles	£0.00	Fuel	£2,500.00
Other	£0.00	Fundraising costs	£2,000.00
		Supporting Veterans in need	£1,000.00
<b>Generated</b>		Catering	£0.00
Sale of QRMW merchandise	£100.00	Special events	£500.00
Sale of memorial trees	£1,000.00	Purchase of land	£10,000.00
Sale of memorial plaques	£150.00	Purchase of other assets	£0.00
Sale of land	£0.00		
Sale of assets	£0.00	<b>Operating</b>	
Property rental	£0.00	Office equipment and stationery	£100.00
Other.	£0.00	IT consumables	£600.00
		Building maintenance	£0.00
<b>Grants</b>		Woodland maintenance and security	£1,000.00
Restricted.	£0.00	Vehicle maintenance / MOT	£800.00
Unrestricted.	£0.00	Other maintenance	£200.00
		Other equipment	£100.00
<b>Unearned</b>		QRMW merchandise	£0.00
Gift Aid	£500.00	Wildlife conservation	£800.00
Bank interest	£0.00	Postage	£150.00
		Web hosting	£350.00
		Fixtures and fittings	c
		<b>Overheads</b>	
		Rent	£0.00
		Rates	£0.00
		Water rates	£0.00
		Lease rates	£0.00
		Electricity	£300.00
		Gas	£0.00
		Telephone and broadband	£180.00
		Alarm monitoring	£0.00
		Fire certification	£0.00
		Electric certification	£0.00
		Gas safety	£0.00
		Other certification	£0.00
		<b>Fees and Charges</b>	
		Audit/Accountancy fees	£0.00
		Legal fees	£1,000.00
		Other professional fees	£0.00
		Bank charges	£0.00
<b>Budgeted Receipts</b>	<b>£14,400.00</b>	<b>Budgeted Payments</b>	<b>£22,280.00</b>



## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

Report to the trustees/  
members of

QRMW

On accounts for the year  
ended

30 June 2024

Charity no

1174651

Set out on pages

(remember to include the page numbers of additional sheets)

#### 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 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

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

#### Basis of independent examiner's statement

My examination was carried out in accordance with 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 the 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 statement below.

#### Independent examiner's statement

In connection with my examination, no matter has come to my attention (other than that disclosed below \*)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

*\* Please delete the words in the brackets if they do not apply.*

Signed:

Emma Cheshire

Date:

26/11/2024

Name:

Emma Cheshire

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

ACCA  
Membership: 1192954

Address:

10 Hazel Road

Angmering, Littlehampton

BN16 4FS