



# Trustees' Annual Report for the period

Period start date  
**From** Day 01 Month July Year 2020  
 Period end date  
**To** Day 30 Month June Year 2021

## Section A Reference and administration details

**Charity name**

Guildford Lions Club CIO

**Other names charity is known by**

The Lions Club of Guildford

**Registered charity number (if any)**

1175962

**Charity's principal address**

c/o 4, Cheviot Drive

Fleet

Hants

**Postcode**

GU51 2TF

### Names of the charity trustees who manage the charity

|    | Trustee name     | Office (if any) | Dates acted if not for whole year | Name of person (or body) entitled to appoint trustee (if any) |
|----|------------------|-----------------|-----------------------------------|---------------------------------------------------------------|
| 1  | Deric Quaile     | President       |                                   | Guildford Lions Club                                          |
| 2  | Graham Towler    | Treasurer       |                                   | Guildford Lions Club                                          |
| 3  | Andrew Henwood   | Secretary       |                                   | Guildford Lions Club                                          |
| 4  | Peter Goodyear   | Trustee         |                                   | Guildford Lions Club                                          |
| 5  | David Kitching   | Trustee         |                                   | Guildford Lions Club                                          |
| 6  | Barry Jutsum     | Trustee         |                                   | Guildford Lions Club                                          |
| 7  | Geoffrey Sheldon | Trustee         |                                   | Guildford Lions Club                                          |
| 8  | Michael Ryan     | Trustee         | 01/07/2020 – 19/06/2021           | Guildford Lions Club                                          |
| 9  |                  |                 |                                   |                                                               |
| 10 |                  |                 |                                   |                                                               |
| 11 |                  |                 |                                   |                                                               |
| 12 |                  |                 |                                   |                                                               |
| 13 |                  |                 |                                   |                                                               |
| 14 |                  |                 |                                   |                                                               |
| 15 |                  |                 |                                   |                                                               |
| 16 |                  |                 |                                   |                                                               |
| 17 |                  |                 |                                   |                                                               |
| 18 |                  |                 |                                   |                                                               |
| 19 |                  |                 |                                   |                                                               |
| 20 |                  |                 |                                   |                                                               |

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
|      |                                   |
|      |                                   |
|      |                                   |

**Names and addresses of advisers (Optional information)**

| Type of adviser | Name | Address |
|-----------------|------|---------|
|                 |      |         |
|                 |      |         |
|                 |      |         |
|                 |      |         |

**Name of chief executive or names of senior staff members (Optional information)**

|  |
|--|
|  |
|--|

## Section B Structure, governance and management

**Description of the charity's trusts**

|                                                                     |                                                                                                                                                                                                       |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type of governing document<br>(eg. trust deed, constitution)        | Constitution dated 28 <sup>th</sup> November 2017                                                                                                                                                     |
| How the charity is constituted<br>(eg. trust, association, company) | Charitable Incorporated Organisation                                                                                                                                                                  |
| Trustee selection methods<br>(eg. appointed by, elected by)         | All Trustees are appointed by virtue of their office in Guildford Lions Club CIO, as elected annually by the members of the Club in accordance with the terms of the Club's Constitution and By-Laws. |

**Additional governance issues (Optional information)**

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The Club was previously governed as a Charity Trust Fund (Regn. No. 1083404) and converted to a CIO, which became operational July 1<sup>st</sup> 2018. Funds from the previous charity were transferred to the CIO as at that date.

The Club is an autonomous body within Lions Clubs International, and any use of the Club funds is approved by a simple majority of attendees at Club meetings, and ratified by a quorum of Trustees.

The Club ensures that all activities are correctly managed and risk assessments are completed for all major events. The Treasurer reviews the financial risk assessment of each event and reports accordingly to the Trustees. A contingency sum is held in reserve to minimise any risk to the Club from fundraising activities.

Officers' and Trustees' training is provided at Lions Club International Spring Forum and training days.

## Section C Objectives and activities

**Summary of the objects of the charity set out in its governing document**

The Club is established to carry out any charitable purpose for the benefit of any individual or group of people, or for other organisations established for charitable purposes.

**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

In 2020/21 the Club ran various on-line fund-raising events to provide funds to assist those in need, including through other charities. In addition the Club was fortunate to receive considerable support by member and public donations. Additionally the Club benefited from government support provided through Guildford Borough Council.

A summary of the types of beneficiaries of these funds is shown in Section D below.

In deciding on these activities, and on how the resultant funds were expended, the Trustees had regard to the guidance issued by the Charity Commission on the necessity for these activities to be for the public benefit.

The on-line events held included:-

Illustrated talks on various topics such as aviation, local history, motoring and the oceans. Other events included competitions.

There was a successful Christmas Appeal which was partially funded by a grant from Guildford Borough Council and enabled the Club to provide 400 supermarket vouchers to those most in need.

The funds raised and the donations received enabled the Club to meet more of the requests for help received than may have been expected. In particular support totalling £5239 was provided to local food banks.

**Additional details of objectives and activities (Optional information)**

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

All Club members and volunteers give their time completely free of charge.

Members are permitted to claim transport mileage costs @ £0.45p per mile whilst using personal transport on Club fundraising or charitable activities

Members donations to the Club and member-only raffles cover all administrative costs of running the Club.

The Club has no paid employees, and no salary or fees have been paid directly or indirectly out of the funds of the Club to any trustee or to any person known to be connected with any of them.

Thus 100% of all public donations received by the Club are used for charitable causes, together with all profits generated by Club fund raising events.

**Section D**

**Achievements and performance**

**Summary of the main achievements of the charity during the year**

As a result of the pandemic turnover was substantially down in 2020/21 but nevertheless the Club was able to function successfully.

On-line fundraising activities, donations, members contributions and grants received provided a total income of £35,335 during the year.

From this income the club was able to cover the cost of the events, manage its affairs and provide £20,935 support to local individuals in need of help plus local charities and international appeals through the Lions Clubs Foundation.

In addition to the above expenditure sufficient funds were retained to provide the next financial year with a working balance to ensure our normal activities are able to continue. In particular the Club retains the financial strength to enable major fundraising activities to be undertaken when pandemic regulations permit.

The Club also promoted and supported the Lions Message in a Bottle scheme through various local surgeries and other organisations.

## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The Club holds a contingency sum of £7,500 in reserves to provide support for its activities. This sum is held in order to cover unexpected contingencies, such as an event making a loss. The contingency sum was temporarily increased to £12,000 for the Guildford Fireworks event as an additional precaution.  
The fund was not called upon this year.

### Details of any funds materially in deficit

NA.

### Further financial review details (Optional information)

You may choose to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

The Club's sources of funds are from public donations and entry fees to various fundraising activities and via sponsorship from local businesses. Certain events are dependent on sponsorship to enable them to take place.

The expenditure of the profits from these activities is summarised above, and demonstrates the breadth of people and organisations that benefit from the Club's assistance.

## Section F

## Other optional information

## Section G

## Declaration

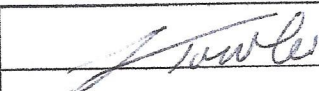
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

|                                                                                     |  |
|-------------------------------------------------------------------------------------|--|
|  |  |
| GRAHAM TURNER                                                                       |  |
| Treasurer                                                                           |  |

Date

|          |
|----------|
| 31/10/21 |
|----------|



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
**Guildford Lions Club CIO**

No (if any)  
1175982

## Receipts and payments accounts

**CC16a**

For the period  
from

Period start date  
1st July 2020

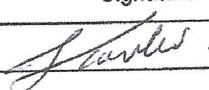
To

Period end date  
30th June 2021

### Section A Receipts and payments

|                                                       | Unrestricted funds<br>to the nearest £ | Restricted funds<br>to the nearest £ | Endowment funds<br>to the nearest £ | Total funds<br>to the nearest £ | Last year<br>to the nearest £ |
|-------------------------------------------------------|----------------------------------------|--------------------------------------|-------------------------------------|---------------------------------|-------------------------------|
| <b>A1 Receipts</b>                                    |                                        |                                      |                                     |                                 |                               |
| Income from events                                    | 13,789                                 | -                                    | -                                   | 13,789                          | 48,108                        |
| Donations inc. Gift Aid                               | 16,098                                 | -                                    | -                                   | 16,098                          | 14,153                        |
| Bank interest                                         | 37                                     | -                                    | -                                   | 37                              | 171                           |
| Club Admin                                            | 5,411                                  | -                                    | -                                   | 5,411                           | 10,398                        |
|                                                       | -                                      | -                                    | -                                   | -                               | -                             |
|                                                       | -                                      | -                                    | -                                   | -                               | -                             |
|                                                       | -                                      | -                                    | -                                   | -                               | -                             |
|                                                       | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total (Gross income for AR)</b>                | <b>35,335</b>                          | <b>-</b>                             | <b>-</b>                            | <b>35,335</b>                   | <b>72,830</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>35,335</b>                          | <b>-</b>                             | <b>-</b>                            | <b>35,335</b>                   | <b>72,830</b>                 |
| <b>A3 Payments</b>                                    |                                        |                                      |                                     |                                 |                               |
| Cost of events                                        | 4,021                                  | -                                    | -                                   | 4,021                           | 38,770                        |
| Annual donations                                      | 20,935                                 | -                                    | -                                   | 20,935                          | 46,769                        |
| Club Admin                                            | 3,890                                  | -                                    | -                                   | 3,890                           | 13,480                        |
|                                                       | -                                      | -                                    | -                                   | -                               | -                             |
|                                                       | -                                      | -                                    | -                                   | -                               | -                             |
|                                                       | -                                      | -                                    | -                                   | -                               | -                             |
|                                                       | -                                      | -                                    | -                                   | -                               | -                             |
|                                                       | -                                      | -                                    | -                                   | -                               | -                             |
|                                                       | -                                      | -                                    | -                                   | -                               | -                             |
| <b>Sub total</b>                                      | <b>28,846</b>                          | <b>-</b>                             | <b>-</b>                            | <b>28,846</b>                   | <b>99,019</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>28,846</b>                          | <b>-</b>                             | <b>-</b>                            | <b>28,846</b>                   | <b>99,019</b>                 |
| <b>Net of receipts/(payments)</b>                     | <b>6,489</b>                           | <b>-</b>                             | <b>-</b>                            | <b>6,489</b>                    | <b>- 26,189</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>35,097</b>                          | <b>-</b>                             | <b>-</b>                            | <b>35,097</b>                   | <b>61,286</b>                 |
| <b>Cash funds this year end</b>                       | <b>41,586</b>                          | <b>-</b>                             | <b>-</b>                            | <b>41,586</b>                   | <b>35,097</b>                 |

## Section B Statement of assets and liabilities at the end of the period

| Categories                                                     | Details                 | Unrestricted funds<br>to nearest £                                                  | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|----------------------------------------------------------------|-------------------------|-------------------------------------------------------------------------------------|----------------------------------|---------------------------------|
| B1 Cash funds                                                  | Current Accounts        | 5,144                                                                               | -                                | -                               |
|                                                                | Savings AccountLeos     | 38,405                                                                              | -                                | -                               |
|                                                                | Leos                    | 37                                                                                  | -                                | -                               |
|                                                                | <b>Total cash funds</b> | <b>41,586</b>                                                                       | -                                | -                               |
| (agree balances with receipts and payments account(s))         |                         |                                                                                     |                                  |                                 |
| B2 Other monetary assets                                       | Details                 | Unrestricted funds<br>to nearest £                                                  | Restricted funds<br>to nearest £ | Endowment funds<br>to nearest £ |
|                                                                |                         | -                                                                                   | -                                | -                               |
|                                                                |                         | -                                                                                   | -                                | -                               |
|                                                                |                         | -                                                                                   | -                                | -                               |
|                                                                |                         | -                                                                                   | -                                | -                               |
|                                                                |                         | -                                                                                   | -                                | -                               |
|                                                                |                         | -                                                                                   | -                                | -                               |
| B3 Investment assets                                           | Details                 | Fund to which<br>asset belongs                                                      | Cost (optional)                  | Current value<br>(optional)     |
|                                                                |                         |                                                                                     | -                                | -                               |
|                                                                |                         |                                                                                     | -                                | -                               |
|                                                                |                         |                                                                                     | -                                | -                               |
|                                                                |                         |                                                                                     | -                                | -                               |
| B4 Assets retained for the<br>charity's own use                | Details                 | Fund to which<br>asset belongs                                                      | Cost (optional)                  | Current value<br>(optional)     |
|                                                                |                         |                                                                                     | -                                | -                               |
|                                                                |                         |                                                                                     | -                                | -                               |
|                                                                |                         |                                                                                     | -                                | -                               |
|                                                                |                         |                                                                                     | -                                | -                               |
|                                                                |                         |                                                                                     | -                                | -                               |
|                                                                |                         |                                                                                     | -                                | -                               |
|                                                                |                         |                                                                                     | -                                | -                               |
|                                                                |                         |                                                                                     | -                                | -                               |
| B5 Liabilities                                                 | Details                 | Fund to which<br>liability relates                                                  | Amount due<br>(optional)         | When due<br>(optional)          |
|                                                                |                         |                                                                                     | -                                |                                 |
|                                                                |                         |                                                                                     | -                                |                                 |
|                                                                |                         |                                                                                     | -                                |                                 |
|                                                                |                         |                                                                                     | -                                |                                 |
| Signed by one or two trustees on<br>behalf of all the trustees |                         | Signature                                                                           | Print Name                       | Date of<br>approval             |
|                                                                |                         |  | GRAHAM TOWLER                    | 31/10/21                        |



## Independent examiner's report on the accounts

Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

Guildford Lions Club CIO

**On accounts for the year  
ended**

30<sup>th</sup> June 2021

**Charity no  
(if any)**

1175962

**Set out on pages**

1 & 2

**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
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:**

**Date:**

12<sup>th</sup> December 2021

**Name:**

Grant Wilson

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

Not required

**Address:**

20, Manston Road, Guildford, Surrey GU4 7YE

**Section B**

**Disclosure**

Only complete if the examiner needs to highlight material problems.

No Problems to report