



# Trustees' Annual Report for the period

|      |                   |      |      |                 |    |      |      |
|------|-------------------|------|------|-----------------|----|------|------|
|      | Period start date |      |      | Period end date |    |      |      |
| From | 01                | July | 2023 | To              | 30 | June | 2024 |

## 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  | Brian Watts      | President       |                                   | Guildford Lions Club                                          |
| 2  | Andrew Henwood   | Secretary       |                                   | Guildford Lions Club                                          |
| 3  | Graham Towler    | Treasurer       |                                   | Guildford Lions Club                                          |
| 4  | Dave Brownjohn   | 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  | Paul Spooner     | Trustee         |                                   | 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 1<sup>st</sup> July 2018. Assets 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 ensured 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 Clubs International Spring Forum, training days and by online tuition.

## 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 2023/2024 the reliance on funds generated by the major fundraising events of the club became more apparent. Fortunately in the year under review a highly successful Fireworks Fiesta event provided the Club with substantial funds to enable it to support many needy persons either directly or through other charitable bodies.**

**Beside the fireworks event other significant funds were generated by events like Music in the Park, a Golf Day and various Christmas collections.**

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

**The not insignificant level of funds raised through these fundraising events which were well supported with sponsorship enabled the Club to make worthwhile donations to Oakleaf, Sight for Surrey, Jigsaw School and local Food banks.**

**In the past year the Club has also committed substantial resources into the evaluation of the individual requests for financial support which are regularly received.**

#### **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 administrative costs of running the Club.**

**The Club has no paid employees, and no salary or fees have been paid directly out of Club funds 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 profits generated by Club fundraising events.**

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

The Club was able to organise a number of fundraising events during the year which included a Fireworks Fiesta, Golf Day, Music in the Park, Classic Cars Display and Raft Race. Along side these major events other social events and Christmas collections together with donations received boosted the funds raised to £45,719 following deduction of all costs associated with the events.

Utilising brought forward funds the actual spend of Welfare during the year was £62,713, The main beneficiaries being Oakleaf, Food Banks, Jigsaw School, Sight for Surrey and Guildford Action.

In addition to the above, numerous individuals received financial support following a careful assessment of their need. Also we were able to support five local schools with funding for a pupil assistance programme.

The Club also supports programmes organised by Lions Clubs International and locally promotes the Message in a Bottle scheme along with organised recycling of unwanted spectacles.

We also continue to provide a party for senior citizens which entails collecting them from various homes in the Borough providing them with a tea and entertainment and returning them to their accommodation.

Guildford Lions Club are pleased to have been able to assist Guildford Borough Council by providing volunteer stewards for the significant memorial and celebratory events held in the town.

## Section E

## Financial review

Brief statement of the charity's policy on reserves

In recent years the cost of staging major fundraising events has generally risen considerably and in particular insurance premiums for essential cover. The Trustees are mindful of the risks associated with these events and have in the last three years increased the Club's contingency reserve from £13,500 to £32,000. An annual review into the required level of this reserve is undertaken.

Details of any funds materially in deficit

None

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 significant costs and hence risk associated with major fundraising events now mean that corporate sponsorship is almost a necessity to alleviate the risk and provide cashflow support.

## Section F

## Other optional information

## Section G

## Declaration

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

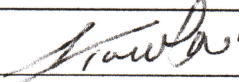
Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

|                                                                                     |  |
|-------------------------------------------------------------------------------------|--|
|  |  |
| Graham Towler                                                                       |  |
| Treasurer                                                                           |  |

4 Nov 2024



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name  
Guildford Lions Club CIO

No (if any)  
1175962

Receipts and payments accounts

CC16a

For the period  
from

Period start date  
1st July 2023

To

Period end date  
30th June 2024

Section A Receipts and payments

|                                                       | Unrestricted<br>funds<br>to the<br>nearest £ | Restricted<br>funds<br>to the nearest<br>£ | Endowment<br>funds<br>to the nearest<br>£ | Total funds<br>to the nearest<br>£ | Last year<br>to the<br>nearest £ |
|-------------------------------------------------------|----------------------------------------------|--------------------------------------------|-------------------------------------------|------------------------------------|----------------------------------|
| <b>A1 Receipts</b>                                    |                                              |                                            |                                           |                                    |                                  |
| Income from events                                    | 130,861                                      | -                                          | -                                         | 130,861                            | -                                |
| Donations inc. Gift Aid                               | 11,297                                       | -                                          | -                                         | 11,297                             | -                                |
| Bank interest                                         | 630                                          | -                                          | -                                         | 630                                | -                                |
| Club Admin                                            | 11,492                                       | -                                          | -                                         | 11,492                             | -                                |
|                                                       | -                                            | -                                          | -                                         | -                                  | -                                |
|                                                       | -                                            | -                                          | -                                         | -                                  | -                                |
|                                                       | -                                            | -                                          | -                                         | -                                  | -                                |
|                                                       | -                                            | -                                          | -                                         | -                                  | -                                |
| <b>Sub total(Gross income for AR)</b>                 | <b>154,280</b>                               | <b>-</b>                                   | <b>-</b>                                  | <b>154,280</b>                     | <b>-</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>154,280</b>                               | <b>-</b>                                   | <b>-</b>                                  | <b>154,280</b>                     | <b>-</b>                         |
| <b>A3 Payments</b>                                    |                                              |                                            |                                           |                                    |                                  |
| Cost of events                                        | 96,439                                       | -                                          | -                                         | 96,439                             | -                                |
| Welfare spend                                         | 62,713                                       | -                                          | -                                         | 62,713                             | -                                |
| Club Admin                                            | 9,520                                        | -                                          | -                                         | 9,520                              | -                                |
|                                                       | -                                            | -                                          | -                                         | -                                  | -                                |
|                                                       | -                                            | -                                          | -                                         | -                                  | -                                |
|                                                       | -                                            | -                                          | -                                         | -                                  | -                                |
|                                                       | -                                            | -                                          | -                                         | -                                  | -                                |
|                                                       | -                                            | -                                          | -                                         | -                                  | -                                |
| <b>Sub total</b>                                      | <b>168,672</b>                               | <b>-</b>                                   | <b>-</b>                                  | <b>168,672</b>                     | <b>-</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>168,672</b>                               | <b>-</b>                                   | <b>-</b>                                  | <b>168,672</b>                     | <b>-</b>                         |
| <b>Net of receipts/(payments)</b>                     | <b>- 14,392</b>                              | <b>-</b>                                   | <b>-</b>                                  | <b>- 14,392</b>                    | <b>-</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>82,767</b>                                | <b>-</b>                                   | <b>-</b>                                  | <b>82,767</b>                      | <b>-</b>                         |
| <b>Cash funds this year end</b>                       | <b>68,375</b>                                | <b>-</b>                                   | <b>-</b>                                  | <b>68,375</b>                      | <b>-</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 £ |
|---------------|-----------------------------------------------------------------------------------|---------------------------------|-------------------------------|------------------------------|
| B1 Cash funds | Current Accounts                                                                  | 21,074                          | -                             | -                            |
|               | Deposit Accounts                                                                  | 47,300                          | -                             | -                            |
|               |                                                                                   | -                               | -                             | -                            |
|               | <b>Total cash funds</b><br>(agree balances with receipts and payments account(s)) | <b>68,374</b>                   | <b>-</b>                      | <b>-</b>                     |

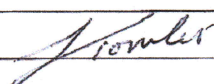
|                          | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|--------------------------|---------|---------------------------------|-------------------------------|------------------------------|
| B2 Other monetary assets |         | -                               | -                             | -                            |
|                          |         | -                               | -                             | -                            |
|                          |         | -                               | -                             | -                            |
|                          |         | -                               | -                             | -                            |
|                          |         | -                               | -                             | -                            |
|                          |         | -                               | -                             | -                            |

|                      | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|----------------------|---------|-----------------------------|-----------------|--------------------------|
| 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 liability relates | Amount due (optional) | When due (optional) |
|----------------|---------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities |         |                                 | -                     |                     |
|                |         |                                 | -                     |                     |
|                |         |                                 | -                     |                     |
|                |         |                                 | -                     |                     |
|                |         |                                 | -                     |                     |

Signed by one or two trustees on behalf of all the trustees

| Signature                                                                           | Print Name    | Date of approval |
|-------------------------------------------------------------------------------------|---------------|------------------|
|  | GRAHAM TOWLER | 25/8/2024        |



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Charity Name  
Guildford Lions Club CIO

**On accounts for the year  
ended**

30<sup>th</sup> June 2024

**Charity no  
(if any)**

1175962

**Set out on pages**

1

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 30/06/2024 DD / MM / YYYY.

**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:**

**Date:**

2<sup>nd</sup> November 2024

**Name:**

Ian Keith McCarthy

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

Not required

**Address:**

112 Gosden Hill Road, Guildford, Surrey GU4 7JB