

RAF STATION COLTISHALL HERITAGE TRUST
ANNUAL REPORT AND FINANCIAL STATEMENT
FOR THE YEAR ENDED 31 JANUARY 2023

Registered Charity No. 1176736

Waveney Accountants Limited
t/a Newman & Co
Chartered Accountants
7 Hungate
Beccles
Suffolk
NR34 9T

RAF STATION COLTISHALL HERITAGE TRUST

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**RAF STATION COLTISHALL HERITAGE TRUST
TRUSTEES' REPORT
For the year ended 31 January 2023**

Reference and Administrative Details

Charity Registration No: 1176736

Address: The RAF Coltishall Heritage Centre
Building 40 (Main Guardroom)
Scottow Enterprise Park
Badersfield, Norfolk NR10 5FB

Trustees:

The Trustees shown below were appointed in 2018 and 2020* and have held office to the date of this report.

Mr. Mervyn Cousens (Chairman)
Mr. Paul Sweetman (Treasurer)
Mr. John Welton (Secretary)
Mr Thomas Hemsall (Exhibition Manager)
Mr Christopher Maloney (Fundraising Manager)
Mr Ian Stannett (Reconnaissance Collection Manager)
Mr David Holland* (Technical Support Manager)
Mr Paul Hendley* (Health & Safety manager)

*Joined in 2021

Mr David Mann (Fundraising Support) left the trust in September 2022

Structure, Governance and Management:

Governing Document

The RAF Station Coltishall Heritage Trust is a Charitable Incorporated Organisation (Company No. CE012970) and is governed by the constitution and rules adopted 18 January 2018.

Appointment of Trustees

The Trustees are appointed as per the governing document.

RAF STATION COLTISHALL HERITAGE TRUST
TRUSTEES' REPORT
For the year ended 31 January 2023 Contd....

Objects and Activities:

The object of the CIO is as stated in the Constitution:

1. To advance the education of the public in the history of RAF Coltishall and its place in the defence of the United Kingdom throughout its operational life by the establishment and maintenance of a Heritage Centre to display artefacts, documents and associated media related to RAF Coltishall.
2. To promote the provision of facilities for recreation or other leisure time occupation for the public at large in the interests of social welfare and with the object of improving conditions of life.

The Trustees confirm that they and the management committee operate in accordance with the Charity Commission's general guidance on public benefit in all respects.

Achievements and Performance:

The Trust achieved charitable (CIO) status on 18 January 2018, having formerly been known as the RAF Coltishall Station Heritage Fund. The closing cash balance of the Fund has been treated as an unrestricted donation to the CIO.

During the period to 31 January 2023 the Trust has achieved the following:

This has been another successful year for the RAF Station Coltishall Heritage Trust. Operation of the RAF Coltishall Heritage Centre has now fully recovered from the Pandemic and visitor numbers have continued to grow this season with over 2500 people coming through the door. Furthermore, the season has seen a steady increase in the number of organised group visits with service veterans, Car owners clubs, women's Institute and aviation enthusiasts amongst them. A Steady influx of new exhibits has added to the appeal of the Centre and this is a key element in encouraging repeat visits. Our clientele falls into two categories; Former personnel from the Station and the general public with a deep-seated interest in all things to do with military aviation and its history. A further factor seen in this latter group has been the curiosity of those who lived closed to the Station when it was in operation and now want to see 'behind the wire'. Good visitor numbers have also been driven by word of mouth and this in itself is very pleasing and reassuring in that our visitors and recommending us to others.

The early part of the year saw the usual out of season preparations with sprucing up of displays and the setting up of new ones. The Reconnaissance Collection, consisting of a set of airborne wet film and digital photographic equipment with its associated unique group of deployable support cabins has proved extremely popular with visitors especially when they take part in guided tours by former station personnel who operated the equipment on No 41(F) Squadron.

RAF STATION COLTISHALL HERITAGE TRUST
TRUSTEES' REPORT
For the year ended 31 January 2023 Contd...

Achievements and Performance Contd....

The acquisition of a Thermal Imaging And Laser Designator (TIALD) pod coupled with examples of training weapons it was used with added further to the story of the Jaguar Force particularly during the first Gulf War. During the 22/23 closed season, the major expenditure has been the provision of canopy roofing for each of the reconnaissance cabins to ensure they will survive the worst of the weather and remain in good condition for the long term.

Each year former personnel of the RAF Jaguar force from RAF Coltishall hold a reunion in Norwich during June. This year this was followed by a gathering on the former station organised by the Trust to recreate the station photograph in front of one of the hangers. Over 250 former station personnel accompanied by many families and friends attended and in glorious weather a superb photograph. Many old friendships were rekindled. Furthest travelled came from the Middle East and one from Australia. All took the opportunity to visit the Heritage Centre to much acclaim and they visited other areas of the site familiar to them. The reunion also resulted in a considerable boost to Trust funds through donations. This will now be an annual event due to it's popularity.

In July, the local MP Mr Duncan Baker came for a private visit and he left most impressed by the breadth and quality of our displays in the exhibition rooms. This visit was part of our programme to ensure that prominent individuals in the county are fully aware of the Heritage Centre's aim to commemorate RAF Coltishall and to be a worthwhile attraction for the county as well as a resource for interest and education.

Summary

A significant increase in our visitor numbers this year gave the Trust confidence in our obvious appeal to a wide range of people across the demographic. We are therefore also confident that we are more than meeting our aims and objectives. With plans in place or being developed for the future, we believe we will be able to more than maintain our viability and our appeal to a wide audience. Major expenditure this year has been aimed at preserving important exhibits so that they can be exploited for the interest of visitors also long into the future. We are confident that income from the coming year will permit the Trust to continue our work to commemorate the only Battle of Britain station to remain a fighter station throughout its life into the 21st century.

**RAF STATION COLTISHALL HERITAGE TRUST
TRUSTEES' REPORT
For the year ended 31 January 2023 Contd...**

Achievements and Performance Contd....

Volunteers:

The charity is wholly run by unpaid volunteers who are primarily the Trustees. All Trustees undertake their roles on a voluntary/unpaid basis. Further volunteers were recruited this year to provide exhibition guides/educators and to support operations in terms of maintenance of our building and the exhibits.

Financial Review:

The results for the year are set out on page 10 of the financial statements. The financial statements relate to the provision of services to satisfy the charity's financial objectives during the period 1 February 2022 through to 31 January 2023 and show that we had a total income of £13,024 and our expenditure totalled £14,475. The charity is in its fifth year of operation being registered on 18 January 2018. For the current period £7,182 was brought forward from last year's account to this account on 1 February 2022.

Reserves Policy:

The charity currently only holds unrestricted reserves. The reserves are represented by cash at bank. The trustees consider that the unrestricted reserves should be sufficient to cover the charitable company's planned expenditure where possible.

Risk Management:

The Trustees have assessed the major risk factors to which the charity is exposed and are satisfied that systems are in place to lessen those risks.

**RAF STATION COLTISHALL HERITAGE TRUST
TRUSTEES' REPORT
For the year ended 31 January 2023 Contd...**

Statement of Trustees' Responsibilities:

The Trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with the applicable law and the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently;
- Observe methods and principles in the Charities SORP;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in financial statements;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts Reports) Regulations 2008 and the provisions of the Trust Deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

PUBLIC BENEFIT STATEMENT

The Trustees have regard to the Charity Commission's public benefit guidance.

ON BEHALF OF THE TRUSTEES:



.....
Mr. Mervyn Cousens
(Chair of Trustees)



.....
Mr. Paul Sweetman
(Treasurer)

25 March 2023

25 March 2023

RAF STATION COLTISHALL HERITAGE TRUST
INDEPENDENT EXAMINER'S REPORT
Year ended 31 January 2023

Independent examiner's report to the trustees of RAF Station Coltishall Heritage Trust

I report on the accounts of the Charity for the year ended 31st January 2023, which are the Summary of Receipts and Payments and the Treasurer's Report.

Respective responsibilities of trustees and examiner

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

It is my responsibility to:

- examine the accounts under section 145 of the 2011 act;
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5)(b) of the 2011 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 the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the 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 materials respects, the requirements:

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.

RAF STATION COLTISHALL HERITAGE TRUST
INDEPENDENT EXAMINER'S REPORT
Year ended 31 January 2023 contd...

Signed: 

Name: Leslie Newman FCA

Address: Newman & Co
7 Hungate
Beccles
Suffolk
NR34 9TT

Date: 28 March 2023

RAF STATION COLTISHALL HERITAGE TRUST
STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 January 2023

	Unrestricted	2023
	£	£
Incoming Resources		
Donations	12,398	12,398
Polo Shirt Sales	50	50
October Films Fee	300	300
NND Council Rate Refund	255	255
Misc sales	21	21
	<u>13,024</u>	<u>13,024</u>
	=====	=====
Resources Expended		
Building Rent/Rates	3,375	3,375
Building Electricity Charges	504	504
Merchandise Costs	1,050	1,050
HC Refurbishment Costs	434	434
ATREL Refurbishment Costs	241	241
ATREL Waterproof Covers Costs	6,580	6,580
HC Christmas Party Catering Costs	40	40
Internet Fee	155	155
HC Brochure Costs	127	127
Accountants Fee	270	270
VAT Refund Costs	703	703
HC Roller Banner Costs	218	218
HC Public Liability Insurance	251	251
HC Road Signs	151	151
Reconnaissance Pod	310	310
Admin Costs	66	66
Total Resources Expended	<u>14,475</u>	<u>14,475</u>
	=====	=====

RAF STATION COLTISHALL HERITAGE TRUST
STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31 January 2023

Net Resources Expended/Incoming Resources	(1,451)	(1,451)
Transfers between funds	-	-
Total Funds brought forward	7,182	7,182
Total funds carried forward	<u>5,731</u>	<u>5,731</u>

RAF STATION COLTISHALL HERITAGE TRUST
STATEMENT OF ASSETS AND LIABILITIES
As at 31 January 2023

	2023 £
Current Assets	
Cash at bank and in hand	5,730
Net Assets	<u>5,730</u> =====
Funds	
Unrestricted	5,730
Restricted	-
	<u>5,730</u> =====

The financial statements were approved by the Trustees on 25 March 2023.


Mr. Mervyn Cousens
(Chair of Trustees)

Date: 26 March 2023


Mr. Paul Sweetman
(Treasurer)

Date: 25 March 2023

RAF STATION COLTISHALL HERITAGE TRUST
NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31 January 2023

1. ACCOUNTING POLICIES

The principal accounting policies are set out below.

Accounting Convention

The financial statements have been prepared under the historical cost convention and are in accordance with applicable UK accounting standards. The financial statements also comply with the Statement of Recommended Practice: "Accounting and Reporting by Charities" published in 2015 and the Charities Act 2011.

Income

Income is accounted for on a receipts basis.

Expenditure

Expenditure is accounted for on a payments basis.

Taxation

The Charity is not liable for assessment to tax on its results.

2. FUNDS

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of the general objectives of the Charity and which have not been designated for other purposes. During the period, no restricted income or donations were received.

3. TRANSACTIONS WITH TRUSTEES

No Trustee or connected person received any remuneration or reimbursement of expenses.

4. EMPLOYEES

The Charity had no employees during the year.