



Trustees' Annual Report for the period

| Period start date | | | | Period end date | | | |
|-------------------|---|------|------|-----------------|----|------|------|
| From | 1 | July | 2020 | To | 30 | June | 2021 |

Section A Reference and administration details

| | |
|------------------------------------|----------------------|
| Charity name | Otley Lions Club CIO |
| Other names charity is known by | Otley Lions Club |
| Registered charity number (if any) | 1178597 |
| Charity's principal address | Otley Lions Bookshop |
| | 5 Mercury Row |
| | Otley |
| Postcode | LS21 3HQ |

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 | Richard Phillips | Chairman/Club President | | Otley Lions Club CIO |
| 2 | June Bramham | Club Treasurer | | Otley Lions Club CIO |
| 3 | Ian Cragg | Secretary | | Otley Lions Club CIO |
| 4 | Jonathan Kirkland | None | | Otley Lions Club CIO |
| 5 | | | | |

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

| Name | Dates acted if not for whole year |
|------|-----------------------------------|
| N/A | |
| | |
| | |

Names and addresses of advisers (Optional information)

| Type of adviser | Name | Address |
|-----------------|------|---------|
| None | | |

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 (eg. trust deed, constitution) | Constitution |
| How the charity is constituted (eg. trust, association, company) | Trustee |

Trustee selection methods
(eg. appointed by, elected by)

Officers and past officers of the Otley Lions Club

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 Otley Lions Club CIO operates independently under the advice and guidance of Lions Clubs International (LCI) More information on LCI is available at <https://lionsclubs.org/en>

The club is governed by its constitution which is included below.



Otley Constitution
Final.pdf

Section C Objectives and activities

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

The Club's objectives and activities are

- The advancement of citizenship by:
 - Promoting the principles of good citizenship
 - Encouraging members to take an active interest in the civic, cultural, social and moral welfare of the community
 - Providing a forum for the open discussion of all matters of public interest; provided that partisan politics and sectarian religion shall not be debated by members
 - Encouraging service-minded people to serve their community without personal reward and encouraging the promotion of high ethical standards in commerce, industry, professions, public works and private endeavours
 - Supporting youth to develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals
- Promoting the Voluntary Sector for the public benefit by associating with local authorities in a common effort to advance education and provide facilities in the interests of social welfare for recreation or other leisure time occupation to improve the conditions of life of people in local, national and international communities
- Promoting volunteering
- The relief of poverty and the relief of those in need in particular by providing humanitarian aid and disaster relief
- The advancement of health or the saving of lives by preventing avoidable blindness, assisting disabled people to lead independent lives or helping to prevent or manage health issues
- Promoting for the benefit of the public the conservation protection and improvement of the physical and natural environment
- Promoting community participation in healthy recreation.

| | |
|---|---|
| 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) | <p>Throughout the year, the Trustees have paid regard to the Charity Commission's guidance on public benefit in dealing with the objectives and activities of the Club.</p> |
| | <p>The Club relies on the surpluses made on fundraising events, and on occasional donations from the public, to provide the funds with which to carry out its objectives. All administrative expenses of the Club are met from subscriptions paid by its members. There has been no change in these policies during the year. The work of the CIO is carried out entirely by volunteers. From time to time as appropriate, the Club works closely with other local and national agencies, with other Lions Clubs, and with Lions Clubs International to achieve its objectives.</p> |
| | <p>During the year ending 30th June 2020 the Otley Lions Club completed a variety of activities within the Otley district involving diverse groups such as disadvantaged families, disabled persons, elderly persons, the Otley Food Bank and the encouragement of young persons. Activities towards the end of the year were curtailed by corona virus pandemic but during this period we were successful in securing government funding due to the closure of our charity bookshop</p> |

Additional details of objectives and activities (Optional information)

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

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

| |
|---|
| <div><p>Grant Making Policy.pdf</p></div> |
|---|

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

Financial support was provided to a local family in need of some kitchen appliances, a local Methodist Church for flooring, towards the cost of an electric wheelchair, funding for a local Scouts group. Over the pandemic the club helped with various local efforts including providing materials for the 3D Printing of Face Shields. Support for families hit by loss of income due to Covid, Christmas hampers for less fortunate families who were hit by Covid and helping several local schools buy equipment to help with learning at home for their pupils.

Fund raising activities

- Operation of the Otley Lions Books Tues – Saturday and on Farmers’ Market days
- Fundraising activities were not at the usual public events due to the Pandemic

Section E Financial review

Brief statement of the charity's policy on reserves

The charity does not have a policy on the minimum or maximum level of reserves maintained but generally aims to retain sufficient funds to be able to respond with an immediate contribution to appropriate local and international needs that are in accordance with the club constitution and grant making policy.

Details of any funds materially in deficit

N/A

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 charity has five principal sources for raising funds

Otley Lions Bookshop, the charity operates a second hand bookshop situated on Mercury Row, Otley, West Yorkshire.
Christmas activities including collecting donations from walks and also outside super markets with Santa's Sleigh and operating a Santa's Grotto in conjunction with Stephen Smith's Garden Centre, Otley
Regular stalls at local annual events such as Otley Show, Otley Carnival, Otley Victorian Fair and Otley Christmas Lights Switch-on.
Membership Subscriptions
Public donations

This year most activities didn't happen due to the Covid Pandemic

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) | <i>R Phillips</i> | <i>J Bramham</i> |
| | <i>I Cragg</i> | <i>J Kirkland</i> |
| Full name(s) | Richard Phillips | June Bramham |
| | Ian Cragg | Jonathan Kirkland |

Position
(eg Secretary, Chair, etc)

| | |
|--------------------|-----------|
| | |
| Chairman/President | Treasurer |
| Secretary | Member |
| | |

Date

13th April 2022



CHARITY COMMISSION
FOR ENGLAND AND WALES

Otley Lions Club CIO

1178597

Receipts and payments accounts

CC16a

For the period
from

01/07/2020

To

30/06/2021

Section A Receipts and payments

| | Unrestricted funds to the nearest £ | Restricted funds to the nearest £ | Endowment funds to the nearest £ | Total funds to the nearest £ | Last year to the nearest £ |
|---|--|---|--|---------------------------------|-------------------------------|
| A1 Receipts | | | | | |
| Donations, Legacies and Grants | 12,035 | - | - | 12,035 | 12,215 |
| Fundraising Activities | 8,637 | - | - | 8,637 | 17,576 |
| Members Subscriptions | 864 | - | - | 864 | 924 |
| Club Raffle and Fines | - | - | - | - | 244 |
| Club Events | - | - | - | - | 903 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 21,536 | - | - | 21,536 | 31,862 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 21,536 | - | - | 21,536 | 31,862 |
| A3 Payments | | | | | |
| Grants | 15,408 | - | - | 15,408 | 15,476 |
| Fundraising costs | 4,491 | - | - | 4,491 | 2,717 |
| Governance costs | - | - | - | - | - |
| Other Admin costs | 1,234 | - | - | 1,234 | 1,151 |
| Cash Payments | 186 | - | - | 186 | 99 |
| Club Events | 30 | - | - | 30 | 617 |
| Rent | 4,800 | - | - | 4,800 | 4,800 |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | 26,149 | - | - | 26,149 | 23,625 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 26,149 | - | - | 26,149 | 23,625 |
| Net of receipts/(payments) | - 4,613 | - | - | - 4,613 | 8,237 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 13,092 | - | - | 13,092 | - |
| Cash funds this year end | 8,479 | - | - | 8,479 | 8,237 |

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 | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | Total cash funds | - | - | - |
| | (agree balances with receipts and payments account(s)) | Agreement Error | OK | OK |

| | 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

Richard Phillips
June Bramham

RICHARD PHILLIPS
JUNE BRAMHAM

9-5-22
9-5-22