

## **Uckfield & District Lions Club**

The club has unrestricted and restricted funds. It has an income based upon donation from members of the public, profits made from fund raising events, membership fees and payments from HMRC (Gift Aid). The club is a part of Lions International, who have their head office Oakbrook, Illinois, in the United States of America. In the UK, all clubs are part of Multiple District 105, who have their headquarters in Birmingham.

Uckfield are part of District 105SE, that includes the clubs located in Kent, Sussex and Surrey. As a registered charity within the UK who are part of an international organisation, the club are a Charitable Incorporated Organisation (CIO) registered with the Charity Commission of England and Wales.

### **The Trustees' Annual Report – 2024/2025**

This report summarises the work of the club over the previous financial year. For accounting purposes, the club run their accounts from July 1<sup>st</sup> to June 30<sup>th</sup> of the following year. This is in line with the accounting practices of the local District (105SE), the Multiple District (MD105) and International accounts for Lions International.

### **Trustees**

Graham Baldwin

Lynne Ireland

Christopher Sherwood

Peter Lloyd-Bostock

David Skinner

Frank Phillips

Terry Mason

## **Club officers**

President – Frank Phillips   Vice-President and Service Director – Graham Baldwin

Secretary – Lynne Ireland   Immediate Past President – Terry Mason

Treasurer – Peter Lloyd-Bostock   Finance Director – Christopher Sherwood

Membership Chairman – David Skinner

## **Address**

Uckfield & District Lions. 36 St Marys, Aberdale Road, Polegate,  
East Sussex. BN26 6NH

## **Charity Number**

1181177

## **Auditor**

Mark Twinch

## **Bank**

HSBC, 105 Mount Pleasant Road, Tunbridge Wells. Kent. TN1 1QP

## **Structure, Governance and management**

The Uckfield and District Lions Club are registered with the Charities Commission as a CIO with the registration number 1181177. The Club converted to a CIO in December 2018.

The Club banks with HSBC as a charity, which effectively means that we are treated as a business account on their system. In line with the bank's policy the Club is charged £5 per month to run any current account, plus a transaction fee depending on the volume of business that passes through the account during the month. These charges came into effect in 2022. In line with the recommendation of the UK Lions Club head office, the Club holds a charitable activities and a charitable donations account with HSBC. They also hold a deposit account, which accrues interest.

In addition to the three bank accounts, the club treasurer runs two virtual accounts that show the income and expenditure related to the use of:

- i) The Club Community minibus - This shows the income from the hire of the minibus to local groups, charities, youth groups, etc. It also shows expenditure specific to the running costs and maintenance of the minibus.
- ii) An administration account – This shows the income from membership fees and any internal events where money is raised from members only and not from the general public. This includes raffles, special events, etc. The expenditure is related to the cost of running the charity, postage, valid expenses, mileage on club business, etc.

Both of these virtual accounts were requested by the membership, so that they could see that the minibus was non-profit making and that all administration costs were covered from subscriptions and revenue obtained from Club members.

The club is managed by up to ten trustees, (formerly known as Directors, prior to conversion to a CIO). The trustees work to an agreed constitution, as set by Lions International, plus local by-laws that are relevant to the individual club. The trustees meet at least once in every Lions year.

The full membership meet monthly at the Business Meeting, held on the second Wednesday of each month. There are two main sub-committees, The Finance Committee and The Service Committee. The finance committee plan and execute the fund raising activities and the service committee agree to make donations grants and pledges, in line with the aims and objectives of Lions International, e.g. local community projects, youth activities, health projects, etc.

Both committees meet monthly and then report to the main business meeting. This saves the main meeting from taking too long to deal with all issues. Both committees have spending limits that need ratification by the full membership, if the planned expense or donation exceeds a set amount. The amounts are reviewed by the trustees, as and when required.

## **Risk Management**

The trustees have considered the major risks to which the charity is exposed and have reviewed those risks and established systems and procedures to manage the risks. The club have a healthy number of members, (when compared to other clubs within the Region and District). The Membership Chairman works continuously to encourage new members, as do all the club members. A reduction in the number of club members leads to a loss of income and this places strain on the administration account. Social activities targeted solely at club members and members of neighbouring Lions Clubs aims to keep the administration account in the positive, without the need to use funds raised from the public to run the club.

The club hold many events throughout the year and all activities are risk assessed and formal H&S risk assessments are completed by the club H&S Officer. A suitable level of public liability insurance cover is arranged by the Multiple District for all Lions Clubs in the UK. However, where additional cover is required, the club purchases this cover, prior to the event taking place.

## **Grant Making Policy**

Under the terms of the Clubs' Constitution, Members dispense aid at their discretion, offering help where they believe that their contribution will make a real difference. The club can only award aid in furtherance of our charitable objects; these details of the Objects of the Club are shown in the Annex to the document. The Trustees are required to ratify all financial decisions of the club. This is undertaken monthly at the business meeting.

## **Priorities for Support**

The number of applications that can be supported is, of necessity, limited to the amount of funds available for distribution in any one year. The Trustees have determined that the priorities for funding will be:

- subject to other elements of the Club's policy, no restrictions are imposed on the purpose for which aid may be granted; thus applications for support towards capital projects, other projects or core costs are considered;
- as there are numerous Lions Clubs in the UK, applications from the *Uckfield area* and surrounding districts are generally given a priority. Members also consider international funding requests, referred to them by the Lions International organisation;

- candidates for financial aid are all considered on their own merits, following investigation by the 'Service Committee'. However, given that most of the available funds are raised within the local community, those candidates that are local are given special consideration. The following are examples of areas adopted for support:
  - \* Local charities - youth groups, groups working with the elderly, individual appeals;
  - \* Youth and children's organisations - sport related groups or individuals, scouting and guiding, youth club activities, young people undertaking overseas assignments;
  - \* Community - relief of hardship for individuals and families, village hall projects, community groups initiatives

The above priorities in this policy will be reviewed every year (or more often if deemed appropriate by the Trustees), and may be changed in accordance with the Members' view of the most effective application of available funds at any point in time.

### Principles

In awarding aid, the Members will apply the following principles:

- grants are generally made as single payments
- Members will not normally support applications from large charities dedicated to issues deemed by the Members to be already well funded;
- Members will work in partnership with other organisations to fund initiatives beyond the financial scope of a single organisation;
- all applications from previous recipients of aid or from previously unsuccessful applicants will be considered by Members on their own merits. Although Members will have regard to the outcome of the previous aid given, any new application will not receive preferential or adverse consideration.

### Aid Application Process

The Service Committee will act as agents of the Trustees, in respect of all applications received. The Service Committee will review all applications and make recommendations for consideration by the Members and Trustees of Uckfield & District Lions Club, in accordance with club by-laws.

All applications for aid should be made to the Service Committee, or by contact to the Lions Secretary by email to [secretary@uckfield-lions.org.uk](mailto:secretary@uckfield-lions.org.uk). Whilst the initial contact may be by any electronic means, where possible, all applications should be made on the approved form (available at the club website or from the club secretary).

Before awarding aid to an organisation or an individual, the Members require that the applicant should:

- inform the Members of the purpose of the application, details of the project, the way in which the aid will be used and how it will be managed effectively for its intended purpose;
- provide adequate information regarding the identity of the applicant and/or the status of the person(s) who will carry out the project/work;
- demonstrate that the recipient (whether an organisation or an individual) has and will be adequately insured both in relation to any equipment and facilities purchased by the aid; also in relation to any risk of injury by reason of the project or purpose for which the aid is awarded;
- give an undertaking that all equipment purchased with the aid is owned and remains the property of the aid recipient (whether an organisation or an individual);
- on receipt of the aid by cheque, a written acknowledgement of the receipt is to be issued to the Chairman of the Service Committee;
- to comply with the Data Protection Act 1998, applicants are required to consent to the use of personal data supplied by them in the processing and review of their application. This includes transfer to and use by such individuals and organisations as the Trustees deem appropriate. The Trustees require the assurance of the applicant that personal data about any other individual is supplied to the Trustees with his/her consent. At the point of submitting application, applicants are asked to confirm this consent and assurance.

### Assessment Process

The assessment process will be that:

- all aid applications will be subject to initial assessment to ensure that they meet the basic criteria for funding. Applications for aid will be initially considered by the Community Service Committee at their meetings and then by Members. The Community Service Committee will aim to write to all applicants informing them of the outcome of their application for funding within three months of the date of the application;
- the club will not be obliged to provide an explanation to the applicant should their application be unsuccessful, however the club does realise the importance of feedback and they and or their representatives will, where appropriate, provide suitable comment to the applicant;

- applicants should note that the club receives far more applications than it has funds to support. Even if a project fits with the criteria and priorities of the club and a detailed assessment has been made, the club may still be unable to provide the aid.

### Monitoring and Publicity

It is the policy of the club to monitor at their discretion, all aid given. Where the aid is for an extended period, project progress should be reported on a regular basis. In addition to reports detailing progress, aid recipients are expected to provide:

- a statement of how the grant or support monies have been spent, this may be in writing or to take up the opportunity (where appropriate) to visit Members to deliver a personal report of how the grant has been spent;
- details (where appropriate) of other funds applied to the same project;
- The club's representative(s) may, where appropriate, visit the applicant to view the progress/success of the project and see how and where the aid has been applied.

The club's representative(s) may ask applicants to consent to the use of their information and project details for publicity purposes, including on-line, in print and otherwise.



**Annual CIO Report**  
**Uckfield and District Lions Club (CIO)**  
**Registered Charity 1181177**

**Annual Summary**

**Period 1 July 2024 to 30 June 2025**

		<b>Unrestricted</b>	<b>Restricted</b>	<b>Total</b>	<b>Last year</b>
<b>A1 Receipts</b>					
	Bookshop	£24,392		£24,392	
	Fundraising activities	£11,212	£3,053	£14,265	
	Minibus	£4,874		£4,874	
	Services & donations	£454		£454	
	Admin	£5,071		£5,071	
	Bank interest	£706		£706	
	<b>Tot</b>	<b>£46,707</b>	<b>£3,053</b>	<b>£49,760</b>	£48,962
<b>A3 Payments</b>					
	Bookshop	£8,167		£8,167	
	Fundraising activities	£2,259	£824	£3,083	
	Minibus	£4,653		£4,653	
	Services & donations	£28,341	£3,500	£31,841	
	Admin	£5,154		£5,154	
	Bank charges	£60		£60	
	<b>Tot</b>	<b>£48,634</b>	<b>£4,324</b>	<b>£52,959</b>	£46,985
	<b>Receipts-payments</b>	<b>-£1,927</b>	<b>-£1,271</b>	<b>-£3,198</b>	£1,977
<b>A5 Transfer between funds</b>					
	Donations	£1,271	-£1,271		
	Minibus repairs	£1,327	-£1,327		
<b>A6 Cash last yr end</b>		£35,507	£9,000	£44,507	
<b>Cash available this year</b>		£33,580	£7,729	£41,309	
<b>Bank balances</b>					
	Activities Acct	£4,048			
	Donations Acct	£223			
	Deposit Acct	£37,039			
	<b>Total</b>	<b>£41,310</b>		<b>£41,310</b>	£44,507.00
<b>Assets &amp; liabilities</b>					
<b>B1 Cash Funds</b>		£33,637			
	Restricted for minibus		£7,673		£9,000
<b>B2 Other monetary</b>					
	Bookshop deposit in escrow	£3,000			
<b>B3 Investments</b>					
<b>B4 Assets retained</b>					
	Minibus	£14,779			£16,890
		<b>£51,416</b>	<b>£7,673</b>		
<b>Liabilities</b>					
	Bookshop lease	£4,500			£3,968.00
	Garage, Shed, rates	£1,437			£1,266.00





Section A

Independent Examiner's Report

Report to the trustees/  
members of

Charity Name  
UCKFIELD & DISTRICT LIONS CLUB (CIO)

On accounts for the year  
ended

Jun 25

Charity no  
(if any)

118 11 77

Set out on pages

(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 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 (other than that disclosed below \*) 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.

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

Signed:

Date:

8.11.25

Name:

MARK TWINN

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

Address:

4 MARKLAND WAY

UCKFIELD

EAST SUSSEX TN22 2DE