



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 01.07.2020 Period start date To 30.06.2021 Period end date

Charity name: Billingshurst & District Lions Club (CIO)

Charity registration number: 1186207

Objectives and Activities

| | SORP reference | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the purposes of the charity as set out in its governing document | Para 1.17 | To foster a spirit of understanding among the peoples of the world, whilst promoting the principles of good citizenship. To take an active interest in the social and moral welfare of the peoples in our community. To encourage service-minded people to serve their community whilst promoting high ethical standards in public work and personal endeavours. |
| Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts. | Para 1.17 and 1.19 | The Club provides a wide range of support activities to its community, assisting people of all ages. At the same time the Club provides financial support to a range of Lion's projects in the UK and abroad, as well as responding to a number of humanitarian crises worldwide. |
| Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit | Para 1.18 | All the Club decisions to assist local people and organisations are considered within the guidance laid down by the Charities Commission through the Club Community Services Committee. The Trustees are required to ratify all spending decisions taken by the membership during Club meetings. Our public benefits statement is summarised below. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | SORP reference | |
|------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policy on grant making | Para 1.38 | <p>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:</p> <ul style="list-style-type: none">-subject to other elements of the Trustees grant-making policy, no restrictions are imposed on the purpose for which a grant may be made; thus applications for support towards capital projects, other projects or core costs are considered;- as there are approx. 800 Lions Clubs in the UK, applications from Billingshurst area and surrounding districts are generally given a priority, with those in Lions District 105SE (the counties of Surrey, Kent and Sussex) also being considered. Trustees also consider international funding requests referred to them and by the Lions International organisation;-candidates for support and/or grants are all considered on their own merits, following investigation by the 'Community Services Committee'. However, given that most of the available funds are raised within the local community, those candidates that are local are given special consideration. Using the former as a guiding principle the following are examples of areas adopted for support: <p><u>Local charities</u> - youth groups, groups working with the elderly, residential and nursing homes, individual appeals;</p> <p><u>Youth and children's organisations</u> - sport related groups or individuals, scouting and guiding, youth club activities, young people undertaking overseas assignments;</p> <p><u>Community facilities</u> - relief of hardship for individuals and families, village</p> |

| | | |
|---------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | | <p>hall projects, community group initiatives.</p> <p>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 Trustees' view of the most effective application of available funds at any point in time.</p> <p><u>Exclusions</u></p> <p>The Trustees will not normally approve the use of funds for medical research or of international, national or locally based charities; or for purposes for which government has a statutory responsibility to provide.</p> |
| <p>Policy on social investment including program related investment</p> <p>(Public Benefits Statement)</p> | Para 1.38 | <p>Activities Programmes</p> <p>As well as providing grants to deserving causes within Billingshurst and the surrounding villages the Billingshurst and District Lions club undertakes a number of community services projects every year.</p> <p><u>Examples</u> of such projects include,</p> <p>For the elderly: We run monthly bingo sessions in a local home for residents and elderly from the wider community.</p> <p>We help support many luncheon clubs in the local villages and distribute Christmas hampers to the needy.</p> <p>For the young: We work closely with all eleven local pre-schools and ten primary schools and their associated PTAs, providing reading books for the children, other items required to improve the children's' learning and manual labour for such work as decorating and gardening when required.</p> <p>Within the community: As a member of Billingshurst Community Partnership, we work with many other local community organisations, such as the sports club, Rotary, British Legion and the Scouts and Guides, to help manage and run annual events such as the Lantern Parade, the Billingshurst Show, firework night and the Remembrance Day parade.</p> <p>Our second-hand bookshop provides a service to the community enjoyed by thousands of locals as well as collecting spectacles, which are graded and sent to developing countries.</p> |
| Contribution made by volunteers | Para 1.38 | Volunteers contribute to our objectives by assisting in our second hand bookshop, during our annual carol collections and at other fund raising events. |
| Other | | The Club changed status to a Charitable Incorporated Organisation (CIO), in accordance with approved Lions Club International procedures, effective 1 st July 2020. |

Achievements and Performance

| | SORP reference | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole. | Para 1.20 | <p>Current membership – 24. Many of our members fall into one of the COVID vulnerability categories. The face to face activities of our bookshop, community services and projects committees have been severely curtailed as a result, however we have continued to support our community in alternative ways.</p> <p>We are pleased, therefore that:</p> <p>Total funds raised during year, approx. - £33,600, still enabled us to make donations during the year, after expenses, of approx. - £11,600:</p> <ul style="list-style-type: none"> • Local primary schools, youth clubs and youth projects - £2350 • Billingshurst local community £8300 • Billingshurst elderly community £965 <p>Many of these donations supported our local community with COVID related issues, including hospital transport and meals for the isolated.</p> |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|--------------------------------------------------------------|-----------|--|
| Achievements against objectives set | Para 1.41 | |
| Performance of fundraising activities against objectives set | Para 1.41 | |
| Investment performance against objectives | Para 1.41 | |
| Other | | |

Financial Review

| | | |
|----------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Review of the charity's financial position at the end of the period | Para 1.21 | Funds raised declined from £36K to £33k during the period. We were obliged to close our second hand bookshop for the period of Covid lockdown and have re-opened part time as at the date of this report. We received Business Support Grant support from Horsham DC totalling £12500 during the period. We are still focusing on local community donations only for the time being, including COVID related activities. |
| Statement explaining the policy for holding reserves stating why they are held | Para 1.22 | The Club's investment policy is to retain all funds in cash with reputable banks. |
| Amount of reserves held | Para 1.22 | Of current cash balances, we endeavour to hold sufficient in hand to cover 6 month's rent, lease maintenance and other expenses of our second hand bookshop, our main fundraising activity. We currently hold £10,000 for this purpose, having re-negotiated the terms of our lease during the year. |
| Reasons for holding zero reserves | Para 1.22 | N/A |
| Details of fund materially in deficit | Para 1.24 | No funds are in deficit |
| Explanation of any uncertainties about the charity continuing as a going concern | Para 1.23 | None. We will remain cautious in the short term during the period of Covid uncertainty. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|---------------------------------------------------------------------------------|-----------|--|
| The charity's principal sources of funds (including any fundraising) | Para 1.47 | |
| Investment policy and objectives including any social investment policy adopted | Para 1.46 | |
| A description of the principal risks facing the charity | Para 1.46 | |
| Other | | |

Structure, Governance and Management

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description of charity's trusts: | | |
| Type of governing document (trust deed, royal charter) | Para 1.25 | Trust Deed and constitution drawn up in accordance with the Lions Club International (LCI) model |
| How is the charity constituted? (e.g. unincorporated association, CIO) | Para 1.25 | The Club converted to Charitable Incorporated Organisation (CIO) with effect from 1 st July 2020. The previous Charitable Trust Fund was dissolved with effect from 5 th January 2021 |
| Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees | Para 1.25 | Members are elected annually to key positions and form a group of Officers whose role is to manage the affairs of the Club within the Terms of the Constitution. All final decisions on expenditure being approved by the five Trustees at club meetings, generally held monthly. |

Additional information (optional)

You may choose to include further statements where relevant about:

| | | |
|-------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Policies and procedures adopted for the induction and training of trustees | Para 1.51 | Elected trustees are required to sign the agreed LCI Trustee declaration, encouraged to read the relevant CC material and attend annual briefings held in Spring each year. |
| The charity's organisational structure and any wider network with which the charity works | Para 1.51 | The charity is an independent club within the wider network of Lions Clubs in the British Isles (MD105) and the international network of Lions Clubs International (LCI). |
| Relationship with any related parties | Para 1.51 | |
| Other | | The Club operates within the framework of a range of Lions Club policy documents including: Investment, Complaints procedure, Risk Assessment, Volunteering, Vulnerable persons and safeguarding (DBS), General Data Protection Regulations (GDPR) |

Reference and Administrative details

| | |
|-----------------------------|---------------------------------------------------------------------|
| Charity name | Billingshurst & District Lions Club (CIO) |
| Other name the charity uses | |
| Registered charity number | 1186207 |
| Charity's principal address | c/o : Treasurer, 39, Dell Lane, Billingshurst, West Sussex RH14 9QE |
| | |

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 | Joan Rosa Bobker | Immediate Past President | | |
| 2 | Vivian Trevor Diggins | President | | |
| 3 | Richard Melcio | Vice President | | |
| 4 | Michael Jon Street | Secretary | | |
| 5 | Robert Andrew Viall | Treasurer | | |
| 6 | | | | |
| 7 | | | | |

Corporate trustees – names of the directors at the date the report was approved

| | | |
|----------------|--|--|
| Director name | | |
| Not applicable | | |
| | | |

Name of trustees holding title to property belonging to the charity

| | | |
|----------------|-----------------------------------|--|
| Trustee name | Dates acted if not for whole year | |
| Not applicable | | |
| | | |

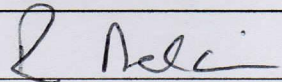
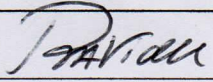
Funds held as custodian trustees on behalf of others

| | |
|-------------------------------------------------------------------------------------------------------------------------------|-----|
| Description of the assets held in this capacity | N/A |
| Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects | |
| Details of arrangements for safe custody and segregation of such assets from the charity's own assets | |

Declarations

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

Signed on behalf of the charity's trustees

| | | |
|-------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| Signature(s) |  |  |
| Full name(s) | Richard Melcio | Robert Andrew Viall |
| Position (eg Secretary, Chair, etc) | President – 2021/22 | Treasurer – 2021/22 |
| Date | 1-12-2021 | |



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name
Billingshurst and District Lions Club (CIO)

No (if any)
1186207

Receipts and payments accounts

CC16a

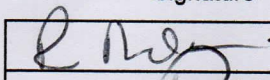
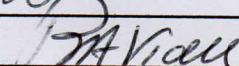
| | | | |
|------------------------|---------------------------------|----|-------------------------------|
| For the period from | Period start date 01/07/2020 | To | Period end date 30/06/2021 |
|------------------------|---------------------------------|----|-------------------------------|

Section A Receipts and payments

| | Unrestricted funds | Restricted funds | Endowment funds | Total funds | Last year |
|-------------------------------------------------------|-----------------------|---------------------|--------------------|------------------|------------------|
| Combined Account | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |
| A1 Receipts | | | | | |
| Bookshop takings | 15,609 | - | - | 15,609 | 27,883 |
| Fundraising and donations | 4,675 | - | - | 4,675 | 8,247 |
| ROAR refund | 300 | - | - | 300 | - |
| Gift aid - members contributions | 444 | - | - | 444 | 2,491 |
| HDC - business support grants | 12,574 | - | - | 12,574 | - |
| Bank compensation | 300 | - | - | 300 | - |
| Sundry income - cash | 14 | - | - | 14 | - |
| Bank interest | 30 | - | - | 30 | 54 |
| Sub total (Gross income for AR) | 33,946 | - | - | 33,946 | 38,675 |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 33,946 | - | - | 33,946 | 38,675 |
| A3 Payments | | | | | |
| Bookshop and garage rent | 9,759 | - | - | 9,759 | 10,005 |
| Shop expenses | 1,299 | - | - | 1,299 | - |
| Legal fees | 912 | - | - | 912 | - |
| Carols expenses | 286 | - | - | 286 | 568 |
| Projects | 329 | - | - | 329 | 3,671 |
| To admin account - Insee and gift aid | 567 | - | - | 567 | - |
| Donations | 11,610 | - | - | 11,610 | - |
| Sundry expenses | 51 | - | - | 51 | 510 |
| Sub total | 24,813 | - | - | 24,813 | 14,754 |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 24,813 | - | - | 24,813 | 14,754 |
| Net of receipts/(payments) | 9,133 | - | - | 9,133 | 23,921 |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 60,113 | - | - | 60,113 | - |
| Cash funds this year end | 69,246 | - | - | 69,246 | 23,921 |

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 | Cash in hand | 14 | - | - |
| | NWest - Current & Business Reserve | 47,904 | - | - |
| | CAF - Scottish Widows - 90 day notice | 21,328 | - | - |
| | Total cash funds | 69,246 | - | - |
| | (agree balances with receipts and payments account(s)) | OK | OK | OK |
| | | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
| B2 Other monetary assets | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| B3 Investment assets | | | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B4 Assets retained for the charity's own use | | Fund to which asset belongs | Cost (optional) | Current value (optional) |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| | | | - | - |
| B5 Liabilities | | Fund to which liability relates | Amount due (optional) | When due (optional) |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

| Signed by one or two trustees on behalf of all the trustees | Signature | Print Name | Date of approval |
|-------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------|------------------|
| |  | Richard Melcio | 1-12-2021 |
| |  | Andrew Viall | 1-12-2021 |

BILLINGSHURST AND DISTRICT LIONS CLUB (CHARITABLE INCORPORATED ORGANISATION)

Independent examiner's report to the trustees of

Billingshurst and District Lions Club (CIO), year ended 30th June 2021

Charity number: 1186207

I report on the accounts ended 30th June 2021. The accounts comprise the Administration Fund, the General Fund and the Charity Fund. For the purposes of this examination, as advised by the Charities Commission, the charity's funds comprise the General Fund and the Charity Fund, which are combined for submission to the Charities Commission. The trustees have also requested that the accounts for the Administration Fund be examined by me on the same basis as those of the General Fund and the Charity Fund.

Respective responsibilities of the 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
- Follow the procedures laid down in the General Directions given by the Charities Commission under section 145(5)(b) of the Charities Act; and
- State whether particular matters have come to my attention

Basis of independent examiner's statement

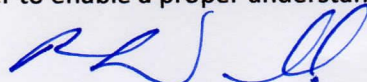
My examination was carried out in accordance with the General Directions given by the Charities Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items 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 examiners statement

In connection with my examination, no material matters have come to my attention which give me cause to believe that, in any material respect:

- Accounting records were not kept in accordance with Section 130 of the Charities Act or
- The accounts did not accord with the accounting records

I 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.



Robin Neville FCMA

Felside, Chalk Road, Ifold, RH14 0UD

26-11-2021