



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Trustees' Annual Report for the period

From 01.07.2021 Period start date To 30.06.2022 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 <b>priorities for funding</b> will be:</p> <ul style="list-style-type: none"><li>-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;</li><li>- 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;</li><li>-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:</li></ul> <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 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> The Trustees will not normally approve the use of funds for medical research 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><b>( Public Benefits Statement )</b></p>	Para 1.38	<p><b>Activities Programmes</b> 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, <b>For the elderly:</b> We run monthly bingo sessions in a local home for residents and elderly from the wider community. We help support many luncheon clubs in the local villages and distribute Christmas hampers to the needy. <b>For the young:</b> 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. <b>Within the community:</b> 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. 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 <sup>st</sup> 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 – 27, an increase. We are recovering from the shock of the Covid pandemic. Many of our face to face activities in our bookshop, community services and projects committees have revived, with the possible exception of our indoor activities for the elderly. We held our first annual Charity Golf day for 2 years, raising nearly £5000.</p> <p>We are pleased that:</p> <p>Total funds raised during year, approx. - £35,000, enabled us to make donations during the year, after expenses, of approx. - £27,000:</p> <ul style="list-style-type: none"> <li>• Local primary schools, youth clubs and youth projects - £6,700</li> <li>• Billingshurst local community £11,000</li> <li>• West Sussex Carers Support £5000</li> <li>• Humanitarian relief – Ukraine £4000</li> </ul> <p>Our local community activity included support for Billingshurst Community Transport, the Billingshurst Community Partnership and Youth activities in the area.</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 improved to £35,000 during the year, with a commensurate increase in donations. The accounts show a managed deficit for the year of approx. £4000 as we now have the comfort of regular fundraising through our second hand bookshop for the year. We continue to hold a healthy level of funds to meet charitable requests as they arise.
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 cash 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.
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 continue to manage our funds and donations in line with our fund-raising capability.

**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 <sup>st</sup> July 2020. This is our 2 <sup>nd</sup> full year of CIO status.
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	Richard Melcio	President		
2	Vivian Trevor Diggins	Immediate Past President		
3	Michael Snell	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		

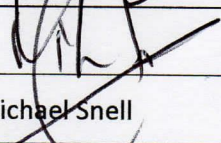
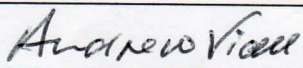
## Funds held as custodian trustees on behalf of others

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)	Michael Snell	Robert Andrew Viall
Position (eg Secretary, Chair, etc)	President 2022/23	Treasurer – 2022/23

Date 21 — 11 — 2022





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name

Billingshurst & District Lions Club - CIO

No (if any)

1186207

## Receipts and payments accounts

CC16a

For the period from	Period start date 01.07.21	To	Period end date 30.06.22
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### 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 £
<b>A1 Receipts</b>					
Bookshop takings	28,345	-	-	28,345	15,609
Fundraising	3,957	-	-	3,957	4,379
Charity golf	6,813	-	-	6,813	-
HDC - Business grant	750	-	-	750	12,574
HMRC - Gift Aid	1,188	-	-	1,188	444
Sundry income	132	-	-	132	14
Bank interest	27	-	-	27	3
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>41,212</b>	<b>-</b>	<b>-</b>	<b>41,212</b>	<b>33,023</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>41,212</b>	<b>-</b>	<b>-</b>	<b>41,212</b>	<b>33,023</b>
<b>A3 Payments</b>					
Bookshop expenses	12,012	-	-	12,012	9,759
Fundraising	782	-	-	782	286
Projects	1,988	-	-	1,988	329
Charitable donations	27,090	-	-	27,090	11,610
Garage rent	852	-	-	852	852
Charity golf	2,305	-	-	2,305	-
Gift aid to Admin	165	-	-	165	567
MD insurance to Admin	125	-	-	125	125
Sundry expenses	220	-	-	220	51
	-	-	-	-	-
<b>Sub total</b>	<b>45,539</b>	<b>-</b>	<b>-</b>	<b>45,539</b>	<b>23,579</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>45,539</b>	<b>-</b>	<b>-</b>	<b>45,539</b>	<b>23,579</b>
<b>Net of receipts/(payments)</b>	<b>- 4,327</b>	<b>-</b>	<b>-</b>	<b>- 4,327</b>	<b>9,444</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>69,232</b>	<b>-</b>	<b>-</b>	<b>69,232</b>	<b>69,246</b>
<b>Cash funds this year end</b>	<b>64,905</b>	<b>-</b>	<b>-</b>	<b>64,905</b>	<b>78,690</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 £
<b>B1 Cash funds</b>	Cash in hand	8	-	-
	Nat West Bank - Horsham	43,558	-	-
	Scottish Widows - CAF	21,339	-	-
	<b>Total cash funds</b>	<b>64,905</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK



	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	MICHAEL SNELL	21/11/22
	ANDREW VIALL	21/11/22



**BILLINGSHURST AND DISTRICT LIONS CLUB ( CHARITABLE INCORPORATED ORGANISATION)**

**Independent examiner's report to the trustees of**

**Billingshurst and District Lions Club (CIO), year ended 30<sup>th</sup> June 2022**

**Charity number: 1186207**

I report on the accounts ended 30<sup>th</sup> June 2022. 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. 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**

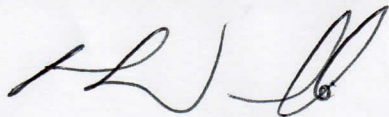
My examination was carried out in accordance with the General Directions given by the Charities Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items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

7/11/22

Felside, Chalk Road, Ifold, RH14 0UD