

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2023

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees

Mr. A G Bealby
Mr. S Kelly
Mr. M C Bunn
Mr. P C Mason
Mr. E W Dudley
Ms. J G Cole
Mr. T Daffurn
Ms D Terry

Charity number

1188146

Principal address

Unit 12
Basepoint, Oakfield Close
Tewkesbury Business Park
Tewkesbury
Gloucestershire
United Kingdom
GL20 8SD

Auditor

Kendall Wadley LLP
Merevale House
27 Sansome Walk
Worcester
Worcestershire
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Bankers

NatWest Bank PLC
The Round House
2 Bridge Street
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THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

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THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

TRUSTEES' REPORT

FOR THE YEAR ENDED 31 JULY 2023

The trustees present their annual report and financial statements for the year ended 31 July 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)".

Objectives and activities

Our vision is to promote good citizenship amongst the public and be a living memorial to the GPO men and women who died in the two World wars by way of making grants, donations and awards for this purpose.

Any funds that are donated to other third-party charities will recognise their sacrifice by acknowledgement and by displaying the reasons under which they have received funds. The funds will be used for the good of the public and facilitate areas such as learning, remembrance, heritage and compassion.

Background to the creation of the new Charitable Incorporated Organisation

The Post Office Fellowship of Remembrance Community Interest Company (POFR CIC) was established nearly 70 years ago as a living war memorial to Post Office employees killed in the two World Wars. It is entirely independent from the current Post Office, BT and Royal Mail and is funded, owned and run by and for its members. It began as holiday/convalescent centres for PO/BT employees only. With a declining membership from PO/BT the Company has had to adapt to ensure its survival. In order to ensure the Company remained under the control of the Membership, in 2009 the decision was taken to convert the Company into a Community Interest Company. This meant that if the Company were dissolved the assets could only be placed with a like minded charity.

The charity has been created to carry on some of the objectives of The Post Office Fellowship of Remembrance Community Interest Company (POFR CIC). Declining Membership means at some point in the near future the company will be unable to operate because of insufficient members of the company and will become difficult to manage due to poor attendance at AGM's and insufficient Directors to fulfil the requirements of the Memorandum and Articles. The company is in the process of selling off its assets. When the process is completed the cash assets will be transferred into the Charity, invested and funds used to fulfil its objectives.

Mission Statement

Taking the Memorandum and Articles as the base for the Mission statement then The Company, created as a living Memorial to the Post Office War Dead, exists to provide:

1. A focus for the promotion of a sense of Fellowship.
2. At all times the charity will promote its objects in a proper and professional manner
3. Manage and monitor programmes of work to make sure they are carried out in an efficient way to maximise their benefit for the purpose for which they are meant.
4. A professional and supported staff trained and dedicated to delivering the above services and facilities.

Core Values

The Charity is managed by Trustees. The management process of the Charity includes Trust members responsible for areas of activity or specialism. All decisions affecting the Charity's direction are agreed by the Board of Trustees.

We promote values of respect and support of any staff employed by the Charity.

We will respect and treat other charities and organisations with courtesy and transact with them in a fair and proper manner.

Trustees will act in a professional manner when acting on behalf of the Charity and also outside that activity.

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

Our Activities

The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

To support projects that help us achieve our objective, i.e. be a living memorial to the men and women of the GPO who died in the two world wars.

To identify and review charities that meet the criteria of PORF CIO objectives

To carry out a process of due diligence, to ensure that any donation will have a high probability of success.

To monitor projects with checks and balances to keep them on course.

To ensure that charity fund investments produce the best returns for the charity

To maintain a rolling 12-month cash flow forecast so that assets can be liquidated and used for forthcoming projects.

To ensure that the name of the POFR and PORF are given prominent positions on projects funded by the charity.

Grant making policy

The Charity has set up a Funds Distribution Team (FDT), a sub-committee of the main Board, which is responsible for the day-to-day management of the grant-making process.

Recommendations will be based on the Vision and Mission statements in the current Business Plan.

The making of grants will be decided by the board of Trustees, based on the merits the project has in furthering the charity's objective and subject to full board approval.

Achievements and performance

The charity will not need to carry out fundraising because it will receive its funds from POFR CIC. The KPI's associated with fundraising performance are not required. During period two (31 July 2022) the charity received its first donation, totaling £1.5 million.

During the period the charity made a number of grants including a grant of £640k to The Bletchley Park Trust towards the building of an auditorium holding up to 250 people. In recognition of the charities donation the building is called The Fellowship Auditorium. There were also grants to the Commonwealth War Graves Foundation to help locate graves of GPO employees mentioned in two remembrance books dedicated to Post Office employee who died in the two World Wars. Talks and guided tours have also been undertaken to inform about the role of the Post Office during the Wars.

Post implementation reviews will be carried out to ensure the projects are providing their expected benefits.

KPI's will relate to measuring success of funded projects and this will be achieved by monitoring using a scored sheet at milestones as the different projects develop.

Other KPI's will monitor Trustee attendance, costs associated with the Charity will be bench marked against published information.

Financial review

The results for the year are set out on page 10.

Reserves policy

The board of Trustees monitor the charity's ongoing cash flow position. The Trustees consider that it is prudent to maintain a sufficient reserve to meet the ongoing costs of the charity. It is the intention to distribute the Funds over the next 5-10 years. Each endorsed Grant will be project managed where appropriate and monies released to cover the phases of the project. Each project' progress will be monitored by the Trustees. This approach will mean that a reserve policy will not be needed as Grants will match the total of the Investment Funds.

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

The trustees have assessed the major risks to which the charity is exposed, and are satisfied that systems are in place to mitigate exposure to the major risks.

Plans for future periods

Our Goals

In the next year

The procedures and processes developed will be in place and bids will be subject to a rigorous review. Trust meeting dates and their administration process will be followed.

- Funds invested will be managed in line with industry standards for this type of organisation.
- Review the level of administration support needed to achieve the organisations objectives.
- Continue to monitor the Trust's performance.
- Continue to ensure the trustees have received training to fulfil their requirements.

In the next two to five years

- Monitor all the funded projects that are being carried out.
- Continue to seek further opportunities for Grants, within our Objectives to be awarded.
- Monitor the charities performance using the KPI's that have been set.

Structure, governance and management

The charity is a Charitable Incorporated Organisation (CIO) governed by its Constitution document

The trustees who served during the year and up to the date of signature of the financial statements were:

Mr. A G Bealby
Mr. S Kelly
Mr. M C Bunn
Mr. P C Mason
Mr. E W Dudley
Ms. J G Cole
Mr D Brown
Mr. T Daffurn
Ms D Terry

(Resigned 24 January 2024)

None of the trustees has any beneficial interest in the company.

Appointment and induction of trustees

Apart from the first charity trustees, every trustee must be appointed for a term of three years by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO. The charity trustees will make available to each new charity trustee, on or before his or her first appointment a copy of the current version of this constitution; and a copy of the CIO's latest Trustees' Annual Report and statement of accounts.

Trustees will be reimbursed reasonable travelling expenses incurred in connection with their role. No other payment, monetary or in kind, will be paid.

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

Public Benefit

There is currently a high interest in Remembrance themes, and this has been building over the last 10 years. There is a unique story that can be told of the men and women of the GPO who died in the two World Wars that is of interest to the public and relatives of those 12,830 GPO employees. In order to keep this interest, the charity will fund projects that keep this story relevant.

The public as a whole will benefit because projects that the charity funds will be of interest to them and they will gain knowledge. For example, a potential beneficiary could be Bletchley Park Trust. Here learning facilities are being developed to provide STEM learning for young people. This has long-term benefits for society in general.

They will gain knowledge that will educate them about Wars, and they are not good things to have. They will gain knowledge for example how codebreakers at Bletchley Park conducted their work. This may motivate young people to follow an interest in STEM subjects.

The trustees' report was approved by the Board of Trustees.

Mr. A G Bealby
Trustee

25 April 2024

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

STATEMENT OF TRUSTEES' RESPONSIBILITIES

FOR THE YEAR ENDED 31 JULY 2023

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and 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 of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the 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 the financial statements; and
- 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 sufficient 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 and 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.

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

INDEPENDENT AUDITOR'S REPORT

TO THE TRUSTEES OF THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

Opinion

We have audited the financial statements of The Post Office Remembrance Fellowship (CIO) (the 'charity') for the year ended 31 July 2023 which comprise the statement of financial activities, the balance sheet, statement of cash flows and the notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including FRS 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 July 2023 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the Trustees use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the Trustees have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The trustees are responsible for the other information contained within the annual report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon. Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the course of the audit, or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustees' report; or
- sufficient and proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustees

As explained more fully in the statement of Trustees responsibilities, the Trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustees determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing the financial statements, the Trustees are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustees either intend to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011 and report in accordance with the Act and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

We have been appointed as auditor under section 145 of the Charities Act 2011 and report in accordance with regulations made under section 154 of that Act.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above, to detect material misstatements in respect of irregularities, including fraud. The extent to which our procedures are capable of detecting irregularities, including fraud, is detailed below.

- an understanding of the risk assessment process (including the assessment of the risk of fraud) adopted by the Board is obtained and their attitude to risk ascertained
- an assessment of the susceptibility to material mis-statement of the financial statements as a result of management over-ride or fraud is made
- it is ensured that the engagement team have, collectively, the appropriate competence, capabilities and skills to be involved in the assignment, are fully briefed and understand the risks specific to the charity

The information obtained through the assessment to risk procedures is reviewed and the following work undertaken:

- processes to test the outcomes of our assessment include, a review of Board minutes, analytical review, the relevance and accuracy of significant accounting estimates, substantive testing of significant transactions, work to identify unusual or unexpected accounting entries including the testing of journal entries, information disclosed in the financial statements is traced to supporting documentation. In all instances it is acknowledged that material mis-statements that arise from fraud may involve deliberate concealment or collusion and are, therefore, by their very nature harder to detect than those arising from error.
- an understanding of the legal and regulatory framework as applicable to the charity is obtained together with knowledge of the procedures put in place by the charity in order to comply with the same

It should be noted that Auditing standards limit the audit procedures required to identify non-compliance with laws and regulations to enquiry of the directors and other management and the inspection of regulatory and legal correspondence, if any.

A further description of our responsibilities is available on the Financial Reporting Council's website at: <https://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Other matters

Your attention is drawn to the fact that the charity has prepared the financial statements in accordance with "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn. This has been done in order for the financial statements to provide a true and fair view in accordance with current Generally Accepted Accounting Practice.

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

INDEPENDENT AUDITOR'S REPORT (CONTINUED)

TO THE TRUSTEES OF THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Sarah Morley ACA (Senior Statutory Auditor)
Kendall Wadley LLP

25 April 2024

Chartered Accountants
Statutory Auditor

Merevale House
27 Sansome Walk
Worcester
Worcestershire
United Kingdom
WR1 1NU

Kendall Wadley LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

FOR THE YEAR ENDED 31 JULY 2023

	Notes	Unrestricted funds 2023 £	Unrestricted funds 2022 £
<u>Income from:</u>			
Donations and legacies	2	-	1,500,480
Investments	3	7,137	8,435
Total income		<u>7,137</u>	<u>1,508,915</u>
<u>Expenditure on:</u>			
Raising funds	4	<u>23,491</u>	<u>20,014</u>
Charitable activities	5	<u>764,943</u>	<u>125,000</u>
Total expenditure		<u>788,434</u>	<u>145,014</u>
Net losses on investments	10	<u>15,188</u>	<u>(84,130)</u>
Net movement in funds		(766,109)	1,279,771
Fund balances at 1 August 2022		<u>2,775,873</u>	<u>1,496,102</u>
Fund balances at 31 July 2023		<u><u>2,009,764</u></u>	<u><u>2,775,873</u></u>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

STATEMENT OF FINANCIAL POSITION

AS AT 31 JULY 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Investments	12		1,425,941		1,413,739
Current assets					
Trade and other receivables	13	1,866		1,866	
Cash at bank and in hand		817,614		1,471,377	
		<u>819,480</u>		<u>1,473,243</u>	
Current liabilities					
Other payables	14	235,657		111,109	
		<u></u>		<u></u>	
Net current assets			583,823		1,362,134
Total assets less current liabilities			2,009,764		2,775,873
			<u><u></u></u>		<u><u></u></u>
Income funds					
Unrestricted funds			2,009,764		2,775,873
			<u>2,009,764</u>		<u>2,775,873</u>
			<u><u></u></u>		<u><u></u></u>

The financial statements were approved by the Trustees on 25 April 2024

Mr. A G Bealby
Trustee

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED 31 JULY 2023

	Notes	2023 £	£	2022 £	£
Cash flows from operating activities					
Cash (absorbed by)/generated from operations	18		(663,886)		1,460,809
Investing activities					
Purchase of investments		(978,464)		(1,893,359)	
Proceeds on disposal of investments		980,785		411,427	
Investment income received		7,137		8,435	
Net cash generated from/(used in) investing activities			9,458		(1,473,497)
Net cash used in financing activities			-		-
Net decrease in cash and cash equivalents			(654,428)		(12,688)
Cash and cash equivalents at beginning of year			1,487,314		1,500,002
Cash and cash equivalents at end of year			832,886		1,487,314
Relating to:					
Cash at bank and in hand			817,614		1,471,377
Short term deposits included in current asset investments			15,272		15,937

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2023

1 Accounting policies

Charity information

The Post Office Remembrance Fellowship CIO is a Charitable Incorporated Organisation in England and Wales. The registered office is PORF CIO, Unit 12, Basepoint, Oakfield Close, Tewkesbury Business Park, Tewkesbury, GL20 8SD, England.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's constitution, the Charities Act 2011 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)". The charity is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount.

1.5 Expenditure

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to that category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as an expense against the activity for which the expenditure arose.

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

1 Accounting policies

(Continued)

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs and administrative costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds expenditure.

The Charity has set up a Funds Distribution Team (FDT), a sub-committee of the main Board, which is responsible for the day-to-day management of the grant-making process. Recommendations will be based on the Vision and Mission statements in the current Business Plan. The making of grants will be decided by the board of Trustees, based on the merits the project has in furthering the charity's objective and subject to full board approval.

1.6 Non-current investments

Fixed asset investments are initially measured at transaction price excluding transaction costs, and are subsequently measured at fair value at each reporting date. Changes in fair value are recognised in net income/(expenditure) for the year. Transaction costs are expensed as incurred.

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less.

1.8 Financial instruments

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

Basic financial assets

Basic financial assets, which include trade and other receivables and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including initially recognised at transaction price. Financial liabilities classified as payable within one year are not amortised.

Trade payables are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade payables are recognised initially at transaction price and subsequently measured at amortised cost.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

2 Donations and legacies

	Total Unrestricted funds	
	2023	2022
	£	£
Donations and gifts	-	1,500,480

3 Investments

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Income from listed investments	7,137	8,435

4 Raising funds

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
<u>Fundraising and publicity</u>		
Governance costs	7,560	7,689
Support costs	5,808	1,760
Fundraising and publicity	13,368	9,449
<u>Investment management</u>	10,123	10,565
	23,491	20,014

5 Charitable activities

	Charitable Expenditure	Charitable Expenditure
	2023	2022
	£	£
Grant funding of activities (see note 6)	764,943	125,000

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

6 Grants payable

	Charitable Expenditure 2023 £	Charitable Expenditure 2022 £
Grants to institutions:		
Bletchley Park	640,000	100,000
Postal Family Fund (formerly known as The Post Office Orphans Benevolent Institution)	35,000	25,000
Postal Heritage Museum	12,950	-
Colchester Institution	5,000	-
Commonwealth War Graves Commission	71,993	-
	<u>764,943</u>	<u>125,000</u>

7 Support costs

	Support costs £	Governance costs £	2023 £	Support costs £	Governance costs £	2022 £
Insurance	2,800	-	2,800	934	-	934
Mileage	2,719	-	2,719	277	-	277
Advertising	289	-	289	245	-	245
Venue hire	-	-	-	304	-	304
Audit fees	-	4,500	4,500	-	4,500	4,500
Accountancy	-	3,060	3,060	-	3,189	3,189
	<u>5,808</u>	<u>7,560</u>	<u>13,368</u>	<u>1,760</u>	<u>7,689</u>	<u>9,449</u>
Analysed between						
Fundraising	<u>5,808</u>	<u>7,560</u>	<u>13,368</u>	<u>1,760</u>	<u>7,689</u>	<u>9,449</u>

Governance costs include payments to the auditors of £4,500 (2022: £4,500) for audit fees.

8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the year.

During the period, trustees were reimbursed £2,719 (2022: £277) in respect of travel costs incurred performing charitable duties.

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

9 Employees

The average monthly number of employees during the year was:

	2023 Number	2022 Number
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

10 Net gains/(losses) on investments

	Unrestricted funds	Unrestricted funds
	2023 £	2022 £
Revaluation of investments	(4,212)	(62,578)
Gain/(loss) on sale of investments	19,400	(21,552)
	15,188	(84,130)

11 Taxation

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

12 Fixed asset investments

	Listed investments £	Cash in portfolio	Total £
Cost or valuation			
At 1 August 2022	1,397,802	15,937	1,413,739
Additions	978,464	987,922	1,966,386
Valuation changes	15,188	-	15,188
Disposals	(980,785)	(988,587)	(1,969,372)
At 31 July 2023	1,410,669	15,272	1,425,941
Carrying amount			
At 31 July 2023	1,410,669	15,272	1,425,941
At 31 July 2022	1,397,802	15,937	1,413,739

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

13 Trade and other receivables

	2023 £	2022 £
Amounts falling due within one year:		
Prepayments and accrued income	1,866	1,866

14 Other creditors falling due within one year

	2023 £	2022 £
Trade payables	2,814	2,100
Other payables	155,800	-
Accruals and deferred income	77,043	109,009
	235,657	111,109

15 Analysis of net assets between funds

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Fund balances at 31 July 2023 are represented by:		
Investments	1,425,941	1,413,739
Current assets/(liabilities)	583,823	1,362,134
	2,009,764	2,775,873

16 Financial commitments, guarantees and contingent liabilities

At the balance sheet date, POFR CIO had committed to a gift totalling £500,000, payable to the National Museum of Computing, subject to particular performance conditions being fulfilled.

At 31 July 2022, POFR CIO had awarded donations of £592,000 to be paid after the year end date. These donations have been paid during the year ended 31 July 2023 and are included within expenditure on charitable activities.

17 Related party transactions

At the balance sheet date, The Post Office Remembrance Fellowship CIO owed £155,800 to The Post Office Fellowship of Remembrance CIC (2022: Nil).

THE POST OFFICE REMEMBRANCE FELLOWSHIP CIO

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

18	Cash generated from operations	2023 £	2022 £
	(Deficit)/surplus for the year	(766,109)	1,279,771
	Adjustments for:		
	Investment income recognised in statement of financial activities	(7,137)	(8,435)
	(Gain)/loss on disposal of investments	(19,400)	21,552
	Fair value gains and losses on investments	4,212	62,578
	Movements in working capital:		
	(Increase) in trade and other receivables	-	(1,866)
	Increase in trade and other payables	124,548	107,209
	Cash (absorbed by)/generated from operations	(663,886)	1,460,809
19	Analysis of changes in net funds		
	The charity had no debt during the year.		