



**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## **Trustees' Annual Report for the period**

**From** 1<sup>st</sup> March 2021  
**28<sup>th</sup> February 2022**

**Period start date To**  
**Period end date**

**Charity name: Lyneham Flying Club**

**Charity registration number: 1189125**

## **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	The object of the CIO is the promotion of efficiency of the Armed Forces of the Crown by the provision and support of facilities and activities for the efficiency and well being of Service personnel.
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	<p>The charity is an Armed Forces Fund.</p> <p>The charity allows HM Forces personnel, along with limited numbers of civilian members and others deemed eligible for membership, an opportunity to obtain flying instruction and recreational flying in light aircraft as economically as possible. Membership is open to all ranks, and provides a chance to acquire flying skills whilst developing airmanship and promoting an interest in flying. The charity: -</p> <ul style="list-style-type: none"><li>a. Provides facilities that enable members to engage in flying and related activities.</li><li>b. Offers flying instruction leading to the award of a civil flight crew licence or rating.</li><li>c. Encourages and promotes an interest in aviation.</li><li>d. Provides social facilities for members.</li></ul>

		<p>e. Provides education and training in all aspects of aviation.</p> <p>The primary focus of the charity in fulfilling its objects is in Education and Training.</p> <p>The charity is an approved learning provider under the Enhanced Learning Credits Scheme.</p> <p>Enhanced Learning Credits can be used for training qualifications at NVQ level 3 or higher. The Private Pilot's Licence is recognised as NVQ level 3 equivalent . All other courses after PPL are therefore considered to be higher than NVQ level 3.</p> <p>The charity offers a scholarship programme.</p> <p>The charity offers bursaries.</p> <p>The charity provides flying as a recreational and social facility, with a strong emphasis on maintaining high standards.</p> <p>The charity is run by the members for the members. The costs are therefore significantly reduced.</p> <p>The charity is a not for profit organisation. All surpluses are ploughed back into the charity to keep the flying as inexpensive as possible and offer further education and training.</p> <p>Membership of the Club is by subscription. Membership from the most junior ranks to Senior NCO is free. Officers pay an annual subscription of £120 and civilians pay £160. This is intended, in part, to encourage young servicemen to learn to fly and enhance their career opportunities. Likewise the Club is able to offer flying training to personnel leaving the armed forces who wish to pursue a career in aviation.</p>
Statement confirming	Para 1.18	Yes. However, the Charity is an Armed

whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit		Forces Charity
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### **Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	
Contribution made by volunteers	Para 1.38	
Other		

## **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>Continuing to fulfil its objects and purposes as set out in the Constitution.</p> <p>Establishment of the Scholarship Schemes to aid young service personnel to gain qualifications in aviation.</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	Please see Independent Examiner's Report. At the end of the Financial Year ended 28 <sup>th</sup> February 2022 the Charity had a surplus of £10,913.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity holds reserves to meet any unexpected demands and to supplement the scholarship programmes.
Amount of reserves held	Para 1.22	c£30,000
Reasons for holding zero reserves	Para 1.22	
Details of fund materially in deficit	Para 1.24	
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### 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	Charitable Incorporated Organisation Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO
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	In accordance with Constitution.

### 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	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	
Relationship with any related parties	Para 1.51	
Other		

### Reference and Administrative details

Charity name	Lyneham Flying Club
Other name the charity uses	
Registered charity number	1189125

Charity's principal address	The Control Tower, Cotswold Airport, Cirencester, Gloucestershire, GL7 6BA

## 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	James Sjoberg	Officer in Command		Trustees with approval of OIC
2	Roger Milburn	Chief Flying Instructor		
3	Michael Milton	Treasurer		
4	John Moore			
5	Kevin Turner			
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Corporate trustees - names of the directors at the date the report was approved

Director name		

## Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	




## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	
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	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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## Other optional information

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## Declarations

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

Signed on behalf of the charity's trustees

**Signature(s)**

John E Moore

**Full name(s)**

John Edward Moore

**Position (eg  
Secretary, Chair, etc)**

Trustee

**Date**

28.05.2022

**Lyneham Flying Club**  
**Unaudited Financial Statements**  
**Year Ended: 28 February 2022**

**Charity Number: 1189125**

**VJH Accountancy Ltd**  
Chartered Accountants  
The Zinc Building  
Ventura Park  
Broadshires Way  
Carterton  
Oxfordshire  
OX18 1AD

**Lyneham Flying Club**  
**Unaudited Financial Statements: Contents Page**  
**Year Ended: 28 February 2022**

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**Lyneham Flying Club  
Trustees' Annual Report  
Year Ended: 28 February 2022**

The trustees have pleasure in presenting their annual report together with the unaudited financial statements of Lyneham Flying Club for the year ended 28 February 2022.

**Reference and Administrative Details**

Lyneham Flying Club is a Charitable Incorporated Organisation which was granted full charitable status on 20 April 2020 under Charity Registration Number 1189125 and aims to educate and train members in all aspects of aviation and to make varied and affordable flying available to all.

**Governing Document**

Lyneham Flying Club is governed by its own Constitution dated 20 April 2020 (as amended on 21 July 2020). Membership of the charity includes uniformed personnel of the Armed Forces of the Crown, qualifying civilians and other civilians may be admitted to membership subject to (if applicable) the provision of the appropriate single service (RAF) instruction. If the charity is wound up, the members have no liability to contribute to its assets and no personal responsibility for settling its debts and liabilities.

**Trustees**

There must be a minimum of 3 charity trustees at any one time. The charity trustees shall hold office for a term of 3 years. Any retiring charity trustee who remains qualified may be reappointed, provided no charity trustee, other than the Officer Commanding, the Chief Flying Instructor and the Treasurer, may be reappointed for more than three consecutive terms of office.

The appointed charity trustees are as follows:

Wing Commander James Sjoberg (Chair and Officer Commanding)  
Roger Milburn (Chief Flying Instructor)  
John Moore  
Kevin Turner

**Principal Office**

The Control Tower  
Cotswold Airport  
Cirencester  
Gloucestershire  
GL7 6BA

**Independent Examiner**

A Churchill Stone FCA DChA

**Lyneham Flying Club**  
**Trustees' Annual Report (continued)**  
**Year Ended: 28 February 2022**

**Objectives and Activities**

The charity's main objective is the promotion of the efficiency of the Armed Forces of the Crown by the provision and support of facilities and activities for the efficiency and well-being of service personnel. The charity; provides aviation facilities that enable members to engage in flying and related activities, offers flying instruction leading to the award of a civil flight crew licence or rating, encourages and promotes an interest in aviation, provides social facilities for members and provides education and training in all aspects of aviation.

**Achievements and Performance**

During the year under review the charity had a surplus of £10,913. This surplus is added to the distributable funds of £75,526 brought forward giving a total of £86,439 distributable funds to be carried forward of which £4,081 is designated to a new scholarship fund and the remaining £82,358 to be used as directed by the members' in future general meeting.

**Financial Review and Reserves Policy**

Charitable free reserves are defined as income which becomes available to the charity and is to be spent at the trustees' discretion in furtherance of any of the charity's objectives but which is not yet spent, committed or designated.

The free reserves of the charity are represented by the accumulation of cash reserves from the surpluses of receipts over payments. The charity can thus retain the majority of the free reserves for the purpose of financing future charitable objectives.

The level of free reserves is reviewed regularly by the trustees and the charity's reserves policy is to maintain accumulated funds at a sufficient level to meet current annual expenditure levels.

**Responsibilities of the Trustees**

The trustees are responsible for preparing the Trustees' Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).



**Lyneham Flying Club**  
**Trustees' Annual Report (continued)**  
**Year Ended: 28 February 2022**

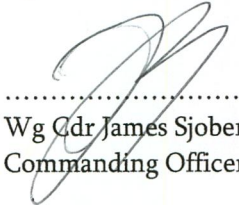
The law applicable to charities in England & Wales require the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period.

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 proper 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 trustees 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.

Signed on behalf of the Trustees:

  
.....  
Wg Cdr James Sjoberg  
Commanding Officer

4 May 2022



**Lyneham Flying Club**  
**Independent Examiner's Report to the Trustees**  
**Year Ended: 28 February 2022**

I report on the financial statements of the charity for the year ended 28 February 2022 set out on pages 7 to 9.

**Responsibilities and Basis of Report**

As the charity's trustees 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 charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all 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 and I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. Accounting records were not kept in respect of the Charity as required by section 130 of the Act; or
2. The accounts do not accord with those records; or
3. The accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with my examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



A Churchill Stone FCA DChA  
Independent Examiner

VJH Accountancy Ltd  
The Zinc Building, Broadshires Way  
Carterton, Oxfordshire  
OX18 1AD

4 May 2022

**Lyneham Flying Club**  
**Receipts and Payments Account**  
**Year Ended: 28 February 2022**

	Note	2022 £	2021 (9months) £
<b>Receipts</b>	1	202,103	96,397
<b>Payments</b>			
Aircraft Hire		82,283	37,265
Aircraft Fuel		64,691	29,142
Aircraft Parking		840	-
Annual Movement Contract		11,287	10,749
Ops Office and Travel		2,515	1,280
Building & Equipment Maintenance		2,979	1,361
Cabin Hire		2,400	1,800
Miscellaneous Payments		2,431	1,010
Bank Charges: SFAS		360	405
Independent Examiner's Fee		840	804
Insurance		7,141	530
Goods for Resale		81	78
ELCAS Refund		4,523	4,134
Instructor Fees: ELCAS		5,992	2,383
Instructor Fees: Scholarship Fund		373	-
Flying Fees: Scholarship Fund		1,366	-
Medical Fee: Scholarship Fund		180	-
Computer Equipment		702	-
Telephone and Internet		206	-
Contra: SIF Error		-	373
		<u>191,190</u>	<u>91,314</u>
<b>Surplus for the Year</b>		<u><b>10,913</b></u>	<u><b>5,083</b></u>
Balance Brought Forward		75,526	70,443
<b>Balance Carried Forward</b>		<u><b>86,439</b></u>	<u><b>75,526</b></u>

**Lyneham Flying Club**  
**Statement of Assets and Liabilities**  
**Year Ended: 28 February 2022**

	2022		2021 (9months)	
	£	£	£	£
<b>Cash and Bank Balances</b>				
<b>Bank Account</b>				
Unrestricted funds		82,358		75,526
Designated Scholarship fund		4,081		-

In addition, at 28 February 2022, the charity had the following assets/liabilities:

<b>Assets</b>				
Fuel and oil stocks		3,621		2,500
Fuel account credit		-		2,041
Other debtors		8,695		10,695
Property/equipment		2,000		1,255
<b>Liabilities</b>				
ELCAS funds		41,975		31,972
Other creditors		2,828		2,643

These accounts were approved by the Trustees on 4 May 2022 and signed on their behalf by:

.....  
Wg Cdr James Sjoberg  
Commanding Officer

**Lyneham Flying Club**  
**Notes to the Receipts and Payments Accounts**  
**Year Ended: 28 February 2022**

	2022 £	2021(9months) £
1. Flying Fees, Exams and		
Subscriptions	151,392	73,066
ELCAS	42,362	19,433
Gift Aid	1,644	3,441
Gift Aid: Scholarship	3,000	-
Donations	705	-
Donations: Scholarship	3,000	-
Sundry Receipts	-	84
Contra: SIF Error	-	373
	<u>202,103</u>	<u>96,397</u>

**Lyneham Flying Club**  
**Unaudited Financial Statements**  
**Year Ended: 28 February 2022**

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**Lyneham Flying Club**  
**Trustees' Annual Report (continued)**  
**Year Ended: 28 February 2022**

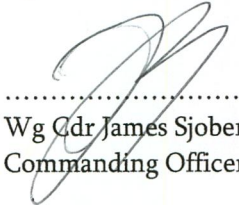
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4 May 2022

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4 May 2022

**Lyneham Flying Club**  
**Receipts and Payments Account**  
**Year Ended: 28 February 2022**

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<b>Balance Carried Forward</b>		<u><b>86,439</b></u>	<u><b>75,526</b></u>

**Lyneham Flying Club**  
**Statement of Assets and Liabilities**  
**Year Ended: 28 February 2022**

	2022		2021 (9months)	
	£	£	£	£
<b>Cash and Bank Balances</b>				
<b>Bank Account</b>				
Unrestricted funds		82,358		75,526
Designated Scholarship fund		4,081		-

In addition, at 28 February 2022, the charity had the following assets/liabilities:

<b>Assets</b>		
Fuel and oil stocks	3,621	2,500
Fuel account credit	-	2,041
Other debtors	8,695	10,695
Property/equipment	2,000	1,255
<b>Liabilities</b>		
ELCAS funds	41,975	31,972
Other creditors	2,828	2,643

These accounts were approved by the Trustees on 4 May 2022 and signed on their behalf by:

.....  
Wg Cdr James Sjoberg  
Commanding Officer



**Lyneham Flying Club**  
**Notes to the Receipts and Payments Accounts**  
**Year Ended: 28 February 2022**

	2022 £	2021(9months) £
1. Flying Fees, Exams and		
Subscriptions	151,392	73,066
ELCAS	42,362	19,433
Gift Aid	1,644	3,441
Gift Aid: Scholarship	3,000	-
Donations	705	-
Donations: Scholarship	3,000	-
Sundry Receipts	-	84
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