

BURGESS HILL DISTRICT LIONS CLUB (CIO)
A Charitable Incorporated Organisation
REGISTERED CHARITY No 1189526
YEAR ENDED 30 JUNE 2023



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BURGESS HILL DISTRICT LIONS CLUB (CIO)

LEGAL AND ADMINISTRATIVE DETAILS

Charity registration number	1189526
Company Number	CEO21881
HMRC Charities reference number	ZD14381

Trustees	Lion John Carter
	Lion Cliff Coxshaw
	Lion Chris Thomas-Atkin
	Lion Alan Ranger
	Lion Christine Muschamp
	Lion Christine Coxshaw
	Lion John Rankin
	Lion John Todd
	Lion Suzanne Todd
	Lion Ronald Whitehead
	Lion Valerie Whitehead

Principal office	c/o 16 Victoria Avenue
	Burgess Hill
	West Sussex
	RH15 9PX

Bankers	Barclays Bank plc
	Lloyds Bank plc

Independent examiner	Alec Burgess ACA
	of Keymer Haslam & Co
	Chartered Accountants
	4/6 Church Road
	Burgess Hill
	West Sussex
	RH15 9AE

BURGESS HILL DISTRICT LIONS CLUB (CIO)

BACKGROUND

Change of Charity Status to a CIO from a Charitable Trust

On 13th May 2020 Burgess Hill District Lions applied to the Charity Commission to register as a Charitable Incorporated Organisation (CIO) Association. On 18th May 2020 the Charity Commission approved the registration of Burgess Hill District Lions Club (CIO) and entered it onto the Register of Charities with the Registered Charity Number 1189526.

The formation of the CIO involving the adoption of the CIO Constitution, its By-laws and Grant Making Policy took place on 19th July 2021, with the Incorporation of the Club, and the transfer of its Charter from Lions Club International, being formally confirmed on 26th July 2021. This process had been delayed due to the pandemic restrictions preventing the Club from being able to meet in person to complete the formalities.

The Charitable Trust remained in place and ran alongside the CIO until the transfer of the residual cash assets from the Charitable Trust occurred on 25th October 2021 once the ongoing banking payment arrangements had been safely transferred and no further financial activity would be expected for the Trust.

The final accounts for the Charitable Trust for the period 1st July 2021 to 25th October 2021 were submitted and de-registration of the Charitable Trust took place on 12th April 2022.

The Charity's affairs were initially managed by a group of 3 trustees, being the President, Secretary and Treasurer of Burgess Hill District Lions Club, being the minimum number of trustees required. At the Annual General Meeting in March 2022, following its formation as a CIO, additional trustees were appointed whose terms of office ran for one year from 1 July 2022.

The objectives and operations of the CIO are identical to the former Charitable Trust. It should be noted that these actions were taken because the Charity Commission had advised that the most appropriate entity for a Lions Club is a CIO (Association).

BURGESS HILL DISTRICT LIONS CLUB (CIO)

TRUSTEES' REPORT FOR THE YEAR ENDED 30 JUNE 2023

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 30 June 2023.

The legal and administrative information on page 2 forms part of this report.

The financial statements comply with Generally Accepted Accounting Practice, current statutory requirements relating to smaller entities and the Statement of Recommended Practice - Accounting and Reporting by Charities.

Object of the Charity

The object of the Charity is to apply its income for any purpose that is charitable according to the law of England and Wales whether for the benefit of any individual or group of people or for the benefit of any other organisation established for charitable purposes.

Structure and Constitution

The Burgess Hill District Lions Club (CIO) is constituted by the standard Constitution agreed between the Charity Commission and Lions Club International, and is a registered charity, number 1189526.

Advisers

The Charity's advisers are listed on page 2.

Policies

It is the Charity's policy to work pro-actively towards supporting various local, national and international charitable organisations and causes, principally for the benefit of the residents of Burgess Hill, Hassocks and Hurstpierpoint and the surrounding community.

Organisation

Burgess Hill District Lions Club (the Club) is a long-standing member of the International Association of Lions Clubs (LCI) to which the Club as a CIO pays Franchise Costs to enable it to operate and fundraise under the LCI Brand and Logo. The members of the Club are volunteers who give their time unconditionally in support of charitable causes.

Annually at the AGM in March the officers of the Club for the forthcoming Lions year (from 1st July) are appointed and those officers shall be:

President, Immediate Past President, the Vice President(s), Secretary, Treasurer, Lion Tamer, Membership Director, Health & Safety/Vulnerable Persons Officer, two annually elected Directors and any other elected officials, subject to a maximum of 12.

All elected Officers are members of the Board of Trustees and are charity trustees in law.

New Trustees are trained by reference to the various leaflets issued by the Charity Commission to assist in induction of new trustees.

BURGESS HILL DISTRICT LIONS CLUB (CIO)

Matters are decided by a majority vote of the trustees present at a Burgess Hill District Lions Club Business meeting, subject to a quorum of a majority of the trustees appointed at the time being present in person. Except as otherwise specifically provided, the act of a majority of the trustees present at any meeting of the board shall be the act and decision of the entire board of trustees.

The Board of Trustees meet not less than once in every two months. The trustees may delegate their powers to one or more standing committees, which are appointed together with their chairperson by the Club President with the approval of the Trustees, except for the Membership Director, who is elected. Each committee so established shall have at least one member who is a trustee of the Club and through its chairman should report to the Club Business Meeting giving clear indication of proposals requiring approval of members and trustees, or decisions taken under delegated powers requiring ratification by the trustees.

Members of the Trustees of Management

The trustees of management who served during the year 2022/23 were:

President	Lion Alan Ranger
Secretary	Lion Cliff Coxshaw
Treasurer & 2 nd Vice-President	Lion Chris Thomas-Atkin
Immediate Past President	Lion Ken Saunders
First Vice-President	John Carter
Third Vice-President	Christine Muschamp
First Director	John Todd
Second Director	Suzanne Todd
Membership Director	Christine Coxshaw
Health & Safety Officer	Ronald Whitehead
Lion Tamer	Valerie Whitehead

Restrictions

All income and property of the Charity is required to be applied to promoting its object and is vested in the trustees for this purpose. No part of the Charity shall be applied however without the consent of the Members of Burgess Hill District Lions Club at a formal Club business meeting.

Investment Powers

The Charity is empowered to invest any monies not immediately required for its purposes in such investments as are authorised by law for the investment of charity funds. The Charity may also establish or support any charitable trusts, associations, or institutions formed for the objects of any of them.

Following the change of Charity status, the trustees have reviewed the cash reserves policy and agreed for a diversification of the funds. This is to take advantage of the protection for cash deposits available to the CIO under the Financial Services Compensation Scheme (of up to £85,000 per Bank). An additional reserves account has been opened with Lloyds Bank, and a transfer of some of the funds held by Barclays Bank will take place in 2023/2024.

BURGESS HILL DISTRICT LIONS CLUB (CIO)

Review of Activities

The Charity's Bookshop (known as the Book Den) continues to operate at its new location at 86/88 Church Walk since it opened on 1st July 2017. There are less than four years remaining on the ten-year lease acquired when the Book Den moved to its new premises. The lease was transferred to the CIO from the former Charity Trust trustees as part of the change of charity status that took place in 2021.

The Book Den continues, as in past years, to be run by members of the Burgess Hill District Lions Club and their voluntary helpers.

For the period the Book Den has produced a net surplus of £47,779. No value has been included in the financial statements of the considerable asset of volunteer assistance provided by Lions Club members, their partners, or other shop workers. The charity continues to be very grateful for this valuable pool of support and wishes to thank all concerned. In addition, our continued gratitude and thanks go to the many members of the local community who kindly donate books to the Charity.

Book Den Lease and Rent Review

The Lease on the Book Den was re-assigned from the Trustees of the Burgess Hill District Lions Club Charitable Trust Fund to the CIO as part of the change of Charity Status that was effected during 2021.

The Lease is held by the Charitable Incorporated Organisation and this provides limited liability protection for the CIO Trustees and the members of the Club. However, in the unlikely event that the CIO were to default on its obligations under the Lease, under Property Law any liabilities outstanding would revert to the previous individual Trustees of the former Charitable Trust. For this reason, the CIO continues to set aside sufficient reserves to cover any operating lease liabilities of the Charity Bookshop (See Reserves Policy below).

Under the terms of the Bookshop lease at the 5-year point of the 10-year lease, the initial rent (of £10,000 per annum) was reviewed and revised accordingly, with the revised rent being due from the rent payment date in December 2021. Negotiations between the Club and the Landlord were eventually successful in reaching a mutual agreement on the new level of rent payable at £17,500 per annum.

Charitable Activities - Fundraising

In addition to the funds raised from The Book Den, the Charity also received unrestricted funds and donations of £221 including Gift Aid due of £18.

The restricted funds received during the year amounted to £2,392 which included a grant of £1,132 from Mid Sussex District Council towards the Diabetes Testing Day.

BURGESS HILL DISTRICT LIONS CLUB (CIO)

Charitable Activities - Donations made and Other Charitable Expenditure and Costs

Outgoings for the period (other than the costs associated with running the Book Den and the Club Administration costs) amounted to £60,211. This reflected Donations, Other Charitable Expenditure and Governance Costs which consisted of:

• Donations to Organisations	£42,622
• Donations to Individuals	£5,815
• Other Charitable Expenditure	£9,636
• Governance expenditure	£2,138

The Charitable Expenditure included sponsorship for the following major projects:

- A Prostate Testing Day run by the Sussex Prostate Cancer Support Organisation - £8,254
- A Diabetes Testing Day run by Burgess Hill Town Council – £1,503
- The Christmas Hampers project - £2,218

Club Administration Funds

In line with the By Laws of the Club, as set by Lions Cub International (LCI), all Club funds are charitable funds under the CIO. The administrative costs of running the Club, including its annual Charter Event, are supported in the first instance by contributions from its members through membership fees and other individual contributions at meetings and social events. It also receives individual contributions from members and guests attending the Clubs annual event to celebrate its Charter from LCI. The Club maintains a separate record of the Club Administration Funds, the figures for which are included within the Accounts.

The funds are summarised here as:

Opening balance of Club Administration Funds	£3,531
Members and other individual contributions & gift aid	£4,947
Expenditure	(£4,666)
Closing Club Administration Funds	£3,812

Review of Results and Financial Position

The Charity had an operating deficit of £8,753 in the year under review and had net assets of £210,571 at the balance sheet date.

Future Plans

The Charity's Bookshop (The Book Den) will continue to be operated on their behalf by the Burgess Hill District Lions Club with the assistance of their valued volunteers.

Over the course of the next year or so the trustees will need to give consideration as the future of the Charity Bookshop, given the expiry of the current lease in November 2026.

The trustees will continue to consider applications for financial assistance in accordance with the Charity's objects and will seek suitable opportunities to provide further assistance.

BURGESS HILL DISTRICT LIONS CLUB (CIO)

Grant-making Policy

It is the policy of the trustees to make grants and donations principally to organisations and individuals resident in Burgess Hill, Hassocks, Hurstpierpoint and the surrounding community, although Lions Clubs' projects both national and international are also supported.

Reserves Policy

It is the current policy of the trustees to maintain separate reserves to finance day-to-day expenses, with sufficient reserves set aside to cover any operating lease liabilities of its Charity Bookshop, urgent charitable contributions and retaining sufficient reserves to ensure the continuing viability of the Charity.

Risk Factors

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 those risks. The trustees will keep the risks facing the Charity and mitigation measures under review.

Statement of Trustees' Responsibilities

Law applicable to charities in England and Wales requires the trustees to prepare accounts for each financial year, which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year (unless the charity is entitled to prepare accounts on the alternative receipts and payments basis).

In preparing accounts giving a true and fair view, the trustees should follow best practice and: select suitable accounting policies and then apply them consistently; make judgements and estimates that are reasonable and prudent; state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the accounts; prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ensure that the accounts comply with the applicable law. 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.

By order of the trustees:



Lion Chris Thomas-Atkin – Treasurer



Lion Cliff Coxshaw – Secretary and Trustee

Date: 9th October 2023

BURGESS HILL DISTRICT LIONS CLUB (CIO)

INDEPENDENT EXAMINER REPORT TO THE TRUSTEES OF BURGESS HILL DISTRICT LIONS CLUB (CIO)

This report on the financial statements of Burgess Hill District Lions Club (CIO) for the year ended 30 June 2023, which are set out on pages 10 to 20 is in respect of an examination carried out under Section 145 of the Charities Act 2011.

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, to follow the procedure laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act), and to state whether particular matters have come to my attention.

Basis of independent examiners statement.

My examination was carried out in accordance with general Directions given by the Charity 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 explanation 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 examiner's statement.

In connection with my examination no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 130 of the Charities Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met;

or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed..... 

Date: 16 October 2023

Alec Burgess ACA
c/o 4/6 Church Road
Burgess Hill
West Sussex
RH15 9AE

BURGESS HILL DISTRICT LIONS (CIO)**STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2023**

	Note				
INCOMING RESOURCES					
	2	Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2023	TOTAL FUNDS 2022
INCOMING RESOURCES FROM GENERATED FUNDS					
Voluntary income - Donations & Gift Aid		221	2,392	2,613	2,366
Activities for generating funds - bookshop fundraising		75,738	0	75,738	60,066
Members Contributions and monies received for Club Administration		4,947	0	4,947	2,911
Investment income		785	0	785	23
Transfers in from Charity Trust Fund and Club Admin Funds		0	0	0	214,199
TOTAL INCOMING RESOURCES		81,691	2,392	84,083	279,565
RESOURCES EXPENDED					
Costs of generating funds:					
Bookshop expenses	8	27,959	0	27,959	22,033
Fundraising expenses					
Charitable activities - Organisations	4	42,218	404	42,622	27,929
Charitable activities – Individuals	5	5,259	556	5,815	1,057
Other charitable expenditure	6	8,204	1,432	9,636	3,941
Governance costs	7	2,138	0	2,138	2,503
Club Administration costs	9	4,666	0	4,666	2,778
TOTAL RESOURCES EXPENDED		90,444	2,392	92,836	60,241
NET OUT- GOING/INCOMING RESOURCES	3	(8,753)	0	(8,753)	219,324
ACCUMULATED FUND BALANCES					
As at 30 June 2022		214,324	5,000	219,324	0
As at 30 June 2023		205,571	5,000	210,571	219,324

BURGESS HILL DISTRICT LIONS (CIO)**BALANCE SHEET AS AT 30 JUNE 2023**

		Unrestricted Funds £	Restricted Funds £	TOTAL FUNDS 2023	TOTAL FUNDS 2022
	NOTE				
FIXED ASSETS					
CURRENT ASSETS					
Debtors and pre-payments	10	5,538	0	5,538	5,366
Rent Deposit	10		5,000	5,000	5,000
Cash at Bank and in hand		<u>201,928</u>	<u>0</u>	<u>201,928</u>	<u>215,358</u>
		207,466	5,000	212,466	225,724
CURRENT LIABILITIES					
Creditors - amounts falling due within one year - accruals	11	(1,895)	0	(1,895)	(6,400)
NET ASSETS		205,571	5,000	210,571	219,324
FUNDS					
Restricted funds		0	5,000	5,000	5,000
Unrestricted funds		205,571		205,571	214,324
		205,571	5,000	210,571	219,324

Approved by the trustees on *9th October* 2023 and signed on their behalf by:



Chris Thomas-Atkin – Treasurer and Trustee



Cliff Coxshaw – Secretary and Trustee

BURGESS HILL DISTRICT LIONS CLUB (CIO)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2023

1. ACCOUNTING POLICIES

a) Accounting convention

The accounts have been prepared under the historical cost convention and are in accordance with generally accepted accounting practice, the Statement of Recommended Practice, "Accounting and Reporting by Charities" issued in March 2005, the Charities Act 2011 and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008).

b) Turnover/Income

Shop Income is accounted for when receivable.

Voluntary income, donations and investment income are accounted for as receivable by the charity.

c) Fixed Assets

Fixed assets are stated at cost less accumulated depreciation. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life. Depreciation rates are as follows:

Fixtures and fittings - 25% on straight line basis.

d) Stock

Stock is donated by members of the public at nil cost.

e) Voluntary help and gifts in kind

The charity relies on the Burgess Hill District Lions Club and its voluntary helpers. No value has been placed on this resource.

Gifts donated for resale e.g., books are included in income when they are sold.

f) Charity status.

Burgess Hill District Lions Club (CIO) is a registered charity and is exempt for corporation tax and capital gains tax purposes. As a CIO the Club is able to claim Gift Aid on donations received from the public and on the contributions made to the Charity made by its members.

g) Donations made

Donations are made in accordance with instructions given by the Burgess Hill District Lions Club and are for charitable purposes.

h) Fund accounting

Funds held by the charity are either:

Unrestricted general funds – these are funds which can be used in accordance with the charitable objects at the discretion of the trustees.

Designated funds – these are funds set aside by the trustees out of unrestricted funds for specific future purposes or projects.

Restricted funds – these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

BURGESS HILL DISTRICT LIONS CLUB (CIO)

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2023

2. Incoming resources

Restricted Donations (Total £2,392)

During the year the Charity received restricted donations in the sum of £2,392 including £300 from Clarion Futures towards the Xmas Hamper Project. Restricted donations of £250 from Round Table and £306 from Southdowns Nurseries were received towards the Mid Sussex Search for a Star contest. A grant of £1,132 was provided by Mid Sussex District Council towards the costs of the Diabetes Testing Day.

Unrestricted Donations (Total £221)

Unrestricted donations were received in the sum of £221 including Gift Aid due of £18. This included £30 received in the way of donations and Gift Aid through the Clubs Just Giving fund raising page, and £26 from the Amazon Smile scheme, which closed shortly after the Charity joined this.

Other incoming resources (Total £81,470)

The Bookshop 'The Book Den' provided an income of £75,738 with associated operating costs of £27,959.

Investment income amounted to £785 being Interest received Gross on the Reserve Account funds.

3. Surplus for the year

The Surplus for the year is after charging:

Independent examiners fees included amount to £750.

Depreciation of owned fixed assets amounted to £0.00.

BURGESS HILL DISTRICT LIONS CLUB (CIO)**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2023**

4. Charitable activities - OUTGOING GRANTS AND DONATIONS TO ORGANISATIONS			
	Unrestricted funds expended	Restricted funds expended	Total funds expended 2023
	to the nearest £	to the nearest £	to the nearest £
Donation to the Lions International Eye Centre in Ghana	300		300
Donation to the Chailey Heritage Foundation for the cost of a new projector	594		594
Donation to St Edwards Church towards the reopening costs for the Community Mustard Seed Cafe	300		300
Donation to St Peter & St James Hospice to sponsor the Volunteer of the Year Award	750		750
Donation to Burgess Hill Rugby Football Club for two years sponsorship towards kit and travelling costs	1,000		1,000
Donation to the Lions Club International Foundation Pakistan Flood Appeal	250		250
Donation to the Lions Club International Foundation Activity Alliance Appeal	250		250
Donation to the Burgess Hill Theatre Club towards the cost of a new Defibrillator	238		238
Donation to St Peter & St James Hospice to support the Lights of Love Service	300		300
Donation for the Burgess Hill Theatre Club Advertising programmes	278		278
Donation to the Royal British Legion Poppy Appeal for the Wreath at Remembrance Sunday	200		200
Donation to 4Sight Vision Support to support their work with blind and sight impaired people in the district	500		500
Donation to Summerhaven for their Xmas Meal	350		350
Donation to Woodlands Mead for the performance and art exhibition at the Hawth Theatre	5,000		5,000
Donations to Steve Willis Training for their Young Minds Appeal	1,000		1,000
Donation to the LCI South East District Youth Fund	150		150
Donation to the LCI Multiple District Youth Appeal	150		150
Donation to the Prostate Cancer Support Organisation (Sussex)	8,000		8,000
Donation to Mid-Downs Radio towards repairs and renewals of the outside broadcast van	500		500
Donation to Central Sussex Rotary for the cost of presents for the Santa's Grotto project	1,260	285	1,545
Donation for Golf Tuition at Woodlands Meed school	2,250		2,250
Donation to the Burgess Hill Theatre Club to pay for 22 tickets for the Pantomime for the Young Carers	118	119	237
Donation to London Mead Primary School for the cost of a digital piano and retuning of their existing upright piano	1,240		1,240

BURGESS HILL DISTRICT LIONS CLUB (CIO)**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2023**

Charitable activities - OUTGOING GRANTS AND DONATIONS TO ORGANISATIONS- continuation			
	Unrestricted funds expend- ed	Restricted funds ex- pended	Total funds expended 2023
	to the nearest £	to the near- est £	to the nearest £
Donation to the LCI Foundation Disaster Relief Appeal for Pakistan	200		200
Donation to fund three community events arranged by the Burgess Hill Town Council	3,100		3,100
Donation to Burgess Hill Marching Youth for the costs of new instruments and uni- forms	5,140		5,140
Donation to the LCI Foundation Disaster Relief Appeal for Turkey	1,000		1,000
Donation to the Hurst Hedgehog Haven	1,000		1,000
Donation to the Burgess Hill Pantry	1,000		1,000
Donation to Sheddingdean Primary School towards their Secret Garden Project	2,000		2,000
Donation to the LCI Foundation Disaster Relief Appeal for the US Tornado	250		250
Donation towards the cost of T-Shirts for the Burgess Hill Theatre Youth members	200		200
Donation to St Peter & St James Hospice towards the cost of refreshments at their awards evening	750		750
Donation to Age UK West Sussex for raffle prizes at their meetings	250		250
Donation to Burgess Hill Cricket Club towards the cost of new cricket balls and to pay for medals for the clubs young players at their awards evening	2,350		2,350
	42,218	404	42,622

BURGESS HILL DISTRICT LIONS CLUB (CIO)**NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2023****5. Charitable activities - OUTGOING GRANTS AND DONATIONS TO INDIVIDUALS**

	Unrestricted funds ex- pended	Restricted funds expend- ed	Total funds expended 2023
	to the near- est £	to the nearest £	to the nearest £
Donation for cycle repairs to bikes for Ukraine refugees	100		100
Donation to a local girl towards the cost of completing for GB in the European Gymnastics	600		600
Donation to enable a local resident for house clearance	1,000		1,000
Donation to a local Scout to support them going to the World Scout Jamboree	200		200
Donation to the first prize winner of the Mid Sussex Search for a Star competition	250	250	500
Donation to the second prize winner of the Mid Sussex Search for a Star competition	44	306	350
Donation to the third prize winner of the Mid Sussex Search for a Star competition	150		150
Donation towards a prize for the raffle raising funds for Kidney Disease Research	200		200
Donation to a local resident for the purchase of a fridge freezer and washing machine	1,055		1,055
Donation to a local Scout to support them going to the World Scout Jamboree	200		200
Donation for a Wheelchair for a local resident	1,460		1,460
	5,259	556	5,815

BURGESS HILL DISTRICT LIONS CLUB (CIO)
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2023

6. Other Charitable activities			
	Unrestricted funds expended	Restricted funds expended	Total funds expended 2023
	to the nearest £	to the nearest £	to the nearest £
Payment for 2 local schools to participate in the ROAR programme	340		340
Franchise Costs to Lions Club International	1,213		1,213
Posters for the Prostate Testing Event	116		116
Remote Controlled Car for Burgess Hill Town Day Event	39		39
Charity Website Costs	22		22
Guest Speaker for presentation at Dinner Meeting	22		22
Posters for Mid Sussex Search for a Star event	306		306
Mileage costs for delivery of donated spectacles to Chichester Lions	45		45
Amazon Gift Voucher for Young Leaders in Service Award	50		50
2 boxes of Message in a Bottle	85		85
Sandwiches for the Prostate Testing Day	108		108
Drink and other food for the Prostate Testing Day	30		30
Postage and Printing costs for Accounting Records	55		55
Guest Speaker for presentation at Dinner Meeting	21		21
Cost of Printed Labels for Message in a Bottle	52		52
Charity Website service costs	72		72
Cost of Leaflets for the Diabetes testing project	48		48
Cost of Leaflets and Log Books for the Young Leaders in Service programme	14		14
Items for Xmas Stall	8		8
Cost of Boxes and Food for the Xmas Hamper Project	1,559	300	1,859
Cost of additional Food for the Xmas Hamper Project	659		659
Guest Speaker for presentation at Dinner Meeting	22		22
Items for Xmas Stall	8		8
Franchise Costs to Lions Club International	1,195		1,195
Charity Website Costs	21		21
Donation for cost of Advertising for the Diabetes Testing Day Event	-	309	309
Donation for cost of Climbing Wall and Strike a Light Game for the Diabetes Testing Day Event	1,290		1,290

BURGESS HILL DISTRICT LIONS CLUB (CIO)
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2023

Other Charitable activities - Continuation			
	Unrestrict- ed funds expended	Restrict- ed funds expended	Total funds expended 2023
	to the nearest £	to the nearest £	to the nearest £
Donation for the cost of nursing services for the Diabetes Testing Day	-	600	600
Pitch Fee for Summer Fayre	15		15
Guest Speaker for presentation at Dinner Meeting	21		21
Cost of sweets for Remote Control Car event	10		10
Cost of refreshments for the Diabetes Testing Day	21		21
Theatre Club Hire for the Diabetes Testing Day	75		75
Mileage claim for delivery of donated spectacles to Chichester Lions	45		45
Remote controlled vehicle for the Diabetes Testing Day event	32		32
Stationery, photocopying and sundry items for administering the Young Leaders In Service Awards	35		35
Advertising for the Diabetes Testing Day	27	223	250
Ballons and other items for the St Georges Day event	17		17
Folding chairs for the St Georges Day and other outdoor events	22		22
Guest Speaker for presentation at Dinner Meeting and prospective new members	75		75
Whiteboard and Pens for outdoor activities	54		54
Storage Costs for equipment	35		35
Payment for one local school to participate in the ROAR programme	170		170
Cost of a PA System for the Clubs use at events	150		150
	8,204	1,432	9,636

7. Governance costs			
	Unrestricted funds expend- ed	Restricted funds expend- ed	Total funds expended 2023
	to the nearest £	to the nearest £	to the nearest £
Venue hire for the Charity Trustees business meetings	1,200	-	1,200
Professional Charges	750		750
Legal and Equipment Insurance Premiums	44		44
Data Protection Fee - £35 paid by Book Den expenses	-		-
Cost of Zoom licence for Lions online Business and Committee meetings	144		144
	2,138		2,138

BURGESS HILL DISTRICT LIONS CLUB (CIO)
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2023

8. Club Administration costs			
	Unrestricted funds expend- ed to the nearest £	Restricted funds expend- ed to the nearest £	Total funds expended 2023 to the nearest £
Past President Expenses	300		300
Lions Xmas Meal Deposit	200		200
Name Badges for members	124		124
Wine for Club Raffle	37		37
Balance for Lion members Xmas Meals	534		534
Engraving costs for Lion member award	10		10
Wine and gifts for Club Xmas Raffle	22		22
Accommodation costs for a Member and his family	196		196
Past President Pin and 30 year Chevron	35		35
Refund of overpaid member contributions	40		40
Refund of overpayment for name badges	12		12
Cubs Charter Dinner Deposit to Singing Hills	200		200
District Convention Expenses	58		58
Wine for Club Raffle	38		38
Silver Salvers for David Saunders Awards	69		69
Presidents Name Bar for Chain	76		76
Postage for New Member Kits	4		4
Balance payment to Singing Hill for the Clubs Charter Dinner	2,302		2,302
Entertainment for the Clubs Charter Dinner	375		375
Wine for Club Raffle	34		34
	4,666		4,666

9. Book Den costs			
	Unrestricted funds expend- ed to the nearest £	Restricted funds expend- ed to the nearest £	Total funds expended 2023 to the nearest £
Rent	17,875		17,875
Rates	658		658
Insurance	986		986
Utilities	4,570		4,570
Maintenance & Repairs	131		131
Sundries	3,739		3,739
	27,959		27,959

BURGESS HILL DISTRICT LIONS CLUB (CIO)
NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 30 JUNE 2023

10. Debtors and prepayments

	2023
Rent payment quarterly in advance	£4,375
Rent Deposit held by the Landlord	£5,000
Insurance prepayment	£170
Town Council for BMX event cancellation	£600
Gift Aid to be claimed	£393
Total	£10,538

11. Creditors and accruals

	2023
Accountancy	£750
Electricity Bill (EDF)	£250
Donations received in advance for Wilbury Jam event	£735
Members Contributions for 2023/2024	£160
Total	£1,895

12. Financial commitments

At 30 June 2023, the charity had annual commitments under non-cancellable operating leases as follows:-

	Land and buildings
	<u>2023</u>
Expiry date: Within Ten years	£17,500

13. Related party transactions

The trustees are members of Burgess Hill District Lions Club (CIO) who are responsible for appointing donations to organizations and individuals.

Eight Trustees received reimbursed expenses in total amounting to £2,268. These pertained solely to various purchases of Charitable supplies/donations and Book Den related costs, incurring no personal benefits. No other trustees received any remuneration or benefits.