



THE ALBURYS CHARITABLE FOUNDATION

Annual Report to the Charities Commission

Date of this report	26 January 2023
Charity name	The Alburys Charitable Foundation
Period covered	16 February 2021 to 31 March 2022
Governing document	CIO - FOUNDATION
Trustee declaration	03 February 2021
Date of constitution	08 February 2021
Date of registration	16 February 2021
Registration number	1193558
Registered address	Foxlease, Upper Court Road, Woldingham CR3 7BF
Founding Trustees	Gail Madeleine Paterson Malcolm George Paterson
Additional Trustees	Gemma Madeline Shaw Stuart David Paterson

Our mission statement

“Making grants to other charities engaged in the relief of children in need by reason of ill-health, disability or financial hardship; protecting animals indigenous to the UK or providing a welfare environment for displaced domestic animals; helping young artists to develop their careers in musical theatre; and, occasionally, supporting major charities at the time of an international emergency.”



Overview

The Alburys Charitable Foundation (TACF) was established by Malcolm and Gail Paterson to fulfil their wishes to formalise and expand their charitable giving over the remainder of their lives.

Its objects are to support general charitable purposes according to the law of England and Wales through the provision of grants, in particular but not limited to, supporting the following charitable purposes:

1. the relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage;
2. to relieve the suffering of animals in need of care and attention; and
3. the advancement of the arts.

Grants will be made on condition that the money is used for a clearly defined purpose such as the fulfilment of a particular charity project or to meet the costs of a particular aspect of the recipient charity's operating expenses.

Establishment and funding

The constitution was formally submitted to the Charities Commission on 8th February 2021 and TACF received its registration certificate on 16th February. An application to The Co-operative Bank for a "Community Account" was sent on 10th March 2021. The account was eventually opened on 19th June 2021 and the first bank transaction occurred on 5th July. That transaction was the first of 3 payments of £10k from Malcolm Paterson.

By the middle of July 2021, The Founding Trustees had injected £30k each. The website has a facility for online donations, but we have no expectation of public donations unless and until we have developed a marketing strategy for that. In the meantime, we are generating a very small additional revenue from internet shopping via the Easyfundraising browser extension and by purchases through Amazon Smile.

TACF is unlikely to have a revenue stream exceeding £25k in the foreseeable future.



Trustee roles

Gail Paterson	Founding Trustee, Director, Chair of Trustees
Malcolm Paterson	Founding Trustee, Director, Administration Manager, Treasurer
Gemma Shaw	Additional Trustee, Communications, Website
Stuart Paterson	Additional Trustee, Financial Oversight

Structure

Constitution	CIO – Foundation
Dated	08 February 2021

Management

Malcolm ran his own small business for over 20 years and is a very experienced business administrator. He has applied those administration skills to the creation and management of TACF. Gail was a partner in a professional firm for 18 years and, as a result of the skills she developed during her career, she makes a very significant contribution to the management of TACF. The charity does not have any employees and, given the nature of its operation, it is unlikely ever to have paid staff members.

Trustee appointments

The 2 Founding Trustees and the 2 Additional Trustees were appointed at outset as a consequence of the declaration signed jointly on 3rd February 2021. The 2 “Additional Trustees” were appointed for a period of 3 years expiring on 2nd February 2024 and we anticipate that they will stand for re-appointment at that time. We will establish a process for Trustee appointments when the need arises but, in any case, no later than 3 months in advance of that date. Our intention is to always operate with a minimum of 3 Trustees.



First year objectives

Our initial objectives were, firstly, to create an efficient operating structure, and then move, as quickly as possible, to making our first few grants. We experienced a high volume of enquiries, many of which were from other charities outside our geographical area of operation and some of which were simply not within the scope of our objects. Those were rejected. Of the enquiries which seemed suitable, 2 proceeded with the approval of all 4 Trustees resulting in us making 2 grants in February 2022.

Activities

During the first year of our operation, ending 31st March 2022, our activities were as follows:

1. Opening a “Community Account” with The Co-operative Bank
2. Processing the initial cash injections from the Founding Trustees
3. Buying bookkeeping software to manage our accounts
4. Registering an internet domain through GoDaddy Inc.
5. Creating email addresses for each Trustee
6. Transferring back to the Founding Trustees their “prior expenditure” on the GoDaddy software and telecoms services needed to create the TACF domain
7. Creating a cloud-based document management protocol shared with all Trustees
8. Registering with HMRC as a business
9. Registering with HMRC for claiming gift aid
10. Trademarking our name and logo
11. Creating a separate mobile phone number dedicated to TACF administration
12. Creating our website
13. Creating digital stationery, business cards and email signatures
14. Creating a WhatsApp group for Trustee communications
15. Establishing an administration process
16. Establishing a process for a Trustee to take on the sponsorship of a grant request and for seeking the unanimous approval of the other 3 Trustees



17. Establishing a grant making process
18. Making a gift aid claim
19. Registering TACF and creating an account with Easyfundraising
20. Registering TACF with Amazon Smile
21. Fielding enquiries generated as a result of our appearance on the Charities Commission website

Finally, in February 2022, we made our first 2 grant payments: one to a local animal charity and the other to a local secondary school specialising in the performing arts. At the time of making those payments we had one other grant which was close to completion. That was to a school for disabled children.

First year achievements

The activities described above have resulted in a fully functioning grant making charity which, within 9 months of its first injection of cash, had in place the appropriate operational processes leading to the making of grants to 2 charities.

First year performance

We made grants which correspond with 2 out of the 3 objects of TACF and we demonstrated the effectiveness the grant making processes that we had created.

Public benefit

Our grant making process includes placing an obligation on grantees to report back to us on the outcomes associated with whatever project we have supported and how those outcomes meet their public benefit obligations. We do not specify a format for that feedback but expect to receive some narrative plus, where appropriate, some quantitative analysis. If the response indicates that the project specified has met the grantees public benefit obligations, then we regard that as fulfilling our own public benefit obligation.

As we continue to refine our processes, we will develop a template format for grantee responses including specific reference to public benefit obligations.



Financial position overview

The document “CC16a Receipts and payments accounts” appears later in this report and the figures from it are summarised here:

Description *	£ credit	£ debit
o4 Telecoms	0	797
o5 Software	0	110
v4 Media	0	28
c4 Legal	0	170
g1 Grant to another charity	0	10,280
r1 Donations: individual	60,000	0
r2 Donations: corporate	35	0
r9 Gift aid	15,000	0
Grand Total	75,035	11,385
Cash Flow	63,650	

* The codes in front of each description above are the codes used in our bookkeeping software.

Reserves

The nature of our funding and expenditure is that we will only agree a grant payment in circumstances where the amount of our unrestricted funds remaining after fulfilling any notified financial obligation to grantees would exceed a certain figure. That figure is defined by our reserves policy.

Our reserves policy is to hold cash in our main bank account equal to at least 3 times the maximum grant as set out in our then current grant parameters document.

Our current maximum grant is £6,000 so our reserve is £18,000 in unrestricted funds.

This policy will be reviewed by the Trustees on a regular basis.



Debt

TACF has no debt obligations and will not in any circumstances enter into an arrangement with any person or corporate entity that causes it to be in debt to that person or corporate entity.

Sources of funds

TACF will not seek to obtain funds from grant-making bodies and businesses. Nor does it intend to solicit cash donations or hold fundraising events or raffles. The charity's principal sources of funds for the foreseeable future will be personal donations of between £0 and £10k p.a. from each of the 2 Founding Trustees plus the gift aid resulting from those donations.

Investments

At present, the charity does not have sufficient funds to create an investment portfolio and does not anticipate this situation changing in the foreseeable future. Therefore, TACF does not have an investment policy.

Custodian Trusteeship

TACF does not hold any documents or funds as a custodian Trustee for any other person or entity.

Declaration

The Trustees declare that they have approved the above report and that there are no uncertainties at present regarding the status of TACF as a going concern.

Signed on behalf of the Trustees

Malcolm George Paterson
Trustee and Administration Manager

The Alburys Charitable Foundation

26 January 2023

 CHARITY COMMISSION FOR ENGLAND AND WALES	Charity Name The Alburys Charitable Foundation		No (if any) 1193558		CC16a
	Receipts and payments accounts				
	For the period from	Period start date 01/04/2021	To	Period end date 31/03/2022	

Section A Receipts and payments					
	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Founding Trustee cash injection MGP	30,000	-	-	30,000	-
Founding Trustee cash injection GMP	30,000	-	-	30,000	-
Easyfundraising and Amazon Smile	35	-	-	35	-
Gift aid	15,000	-	-	15,000	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	75,035	-	-	75,035	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	75,035	-	-	75,035	-
A3 Payments					
Telecoms	797	-	-	797	-
Software	110	-	-	110	-
Media	28	-	-	28	-
Legal	170	-	-	170	-
Grant to Foal Farm	4,580	-	-	4,580	-
Grant to The Brit School	5,700	-	-	5,700	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	11,385	-	-	11,385	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	11,385	-	-	11,385	-
Net of receipts/(payments)	63,650	-	-	63,650	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	63,650	-	-	63,650	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Bank balance - Co-op	63,649	-	-
		-	-	-
		-	-	-
		-	-	-
	Total cash funds		63,649	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets	Details			
	None	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
	None		-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	None		-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Malcolm G Paterson	24/01/2023	
	GMPaterson	Gail M Paterson	24/01/2023	



NOTES TO THE RECEIPTS AND PAYMENTS ACCOUNTS

Covering the period 01 April 2021 to 31 March 2022

Significant non-monetary resources

TACF does own any physical assets. Nor does it have any non-monetary resources.

Transactions with related parties and trustees

TACF has not engaged in any transactions with related parties or trustees.

Remuneration or expenses paid to trustees or related party

TACF does not employ any staff. No expenses have been paid to any trustee other than the re-imbursement of costs incurred by the Founding Trustees in settling the GoDaddy invoices prior to the opening of the Co-op bank account.

Movement on particular restricted funds

TACF does not hold any restricted funds.



INDEPENDENT VERIFICATION OF THE RECEIPTS AND PAYMENTS ACCOUNTS

To: The Trustees of The Alburys Charitable Foundation
Period from: 05 July 2021 (first transaction on The Co-operative Bank account)
Period to: 31 March 2022 (end of the accounting period)

Statement

I have had sight of the following documents:

1. A print-out from the charity's bookkeeping software showing all transactions during the period
2. The Co-operative Bank account statements covering the period
3. The 4 GoDaddy invoices
4. The Canva Design Tools invoice
5. The IPO invoice
6. The Blackwells invoice
7. The Amazon Smile payment confirmation
8. The Easyfundraising payment confirmation
9. The gift aid declarations made by the Founding Trustees
10. A print-out from the charity's bookkeeping software showing the entries corresponding with Section A of the Payments and Receipts Accounts

Declaration

In my opinion the documents I have seen confirm the accuracy of the entries made in the Payments and Receipts Accounts above.

Signed by: Peter Presland, LLB, ACA, FRSA

Address: Buckhurst Lodge, 333 Main Road, Westerham, TN16 2HP

Signature: Peter Presland

Occupation: CHARTERED ACCOUNTANT

Date: 25 January 2023