



Trustees' Annual Report for the period

Period start date				Period end date		
Day	Month	Year		Day	Month	Year
From 15	Dec	21	To	31	May	23

Section A Reference and administration details

Charity name

Other names charity is known by

Registered charity number (if any)

Charity's principal address

RAF Marham	
Kings Lynn	
Norfolk	
Postcode	PE33 9NP

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 Ballantine	Chair		
2	Joe Mason	Officer in Charge		
3	Marcus Palmer	Instructor		
4	Michelle Ridgway	Treasurer		
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

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

James Ballantine (Chair, CAA Responsible Representative), Joe Mason (OIC), Mike Carty (Head of Training)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Trust
Trustee selection methods (eg. appointed by, elected by)	Elected by simple majority of current trustees or otherwise in accordance with the constitution.

Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Membership of Marham Aero Club (MAC) is open to Regular and Reserve Service personnel, Civil Servants and Defence Contractors operating in direct support of the Armed Forces and Cadet Force personnel that promote military efficiency as well as military veterans. Generally, members are from the Marham locale, but this is not a requirement.

The charity works closely with and is a member organisation of Royal Air Force Sports Aircraft Charity. The administration of the club including membership requirements, code of practice, etc is governed by the RAFSA document 1: GAI 1032 and safety management is in accordance with RAFSA document 2: Air Safety Management Plan (ASMP).

The charity is a CAA declared training organisation (DTO) and so operates within the guidance of Civil Aviation Publication (CAP) 1637 and is subject to audit by the CAA.

MAC is an approved training provider within the MOD Enhanced Learning Credit (ELC) Scheme. Related activity is governed by Joint Service Publication (JSP) 822. The club is subject to quality assurance and financial audit from time to time as required by the MOD.

Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The objective of the RAF Marham Aero Club is to provide flying instruction and access to flying of light aircraft to those who might not otherwise afford it to:

- Foster esprit de corps and raise morale;
- Develop and enhance mental resilience;
- Encourage airmindedness and aviation safety for personnel serving at RAF Marham, other stations and veterans.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

Ab Initio Flying Instruction

MAC provides flying training to beneficiaries to achieve nationally recognised CAA pilot qualifications including the Light Aircraft Pilot's Licence (LAPL) and the Private Pilot's Licence (PPL). Instruction is mainly provided by military flying instructors and is funded by a combination of Enhanced Learning Credits (ELC) and self-funding.

Post PPL/LAPL Graduate Flying Instruction

MAC provides flying training to beneficiaries towards achieving their additional development goals by achieving further qualifications such as the aerobatics rating. This opens up further opportunities for the individual to broaden their flying experience into areas such as competition aerobatics.

Provides Free Advice to Beneficiaries

MAC provides advice to beneficiaries on how to progress their flying careers, this includes advice on how to use the ELC system, where to find additional training and opportunities such as further charity funding and scholarships, medical requirements for flying.

Ground Training

MAC provides ground training for beneficiaries and is a focal point for civilian flying in the local community through the RAF Marham Airspace Users Working Group.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

Marham Aero Club is run by volunteers at RAF Marham who perform roles such as membership administration, treasurer, training officer, head of training, engineering management etc.

There is a need to ensure that sufficient flying instructors are qualified to provide instruction at the charity, this is achieved in partnership with RAFSA, other benefactors and charities such as the RAF Central Fund.

Summary of the main achievements of the charity during the year

The first year of the CIO has been a great success. Firstly, the club facilitated 3 service people to achieve their Flying Instructor (FI) ratings through training, instruction and advice. This was achieved through a project carried out in conjunction with another charity, the Royal Air Force Central Fund (RAFCF). As well as contributing directly towards Marham Aero Club's charitable objectives there is an indirect contribution as these instructors have since been giving back to the community and serving the charities objectives through the provision of instruction to other beneficiaries.

Through a project in conjunction with RAF Sports Aircraft (RAFSA) the charity has trained 3 service people to first solo standard in the Light Aircraft Pilot's Licence (LAPL) syllabus. These were 2 junior ranked individuals taking part in RAFSA's Junior Ranks Pilots' Scholarship Scheme and one young officer taking part in the Junior Officers' Pilots' Scholarship Scheme. The schemes aim to serve the charities complimentary objectives by providing funding for training up to first solo standard for service people not in the flying branch.

Additionally, 12 service people have also started training with the club towards various qualifications such as FI, LAPL and Private Pilot's Licence (PPL).

Finally, the charity has been able to support veterans in achieving their goal of gaining LAPL/PPL and aerobatic ratings throughout the reporting period.

Section E

Financial review

Brief statement of the charity's policy on reserves

The charity is required to generate an engine fund to carry out overhaul of the engine every several years.

Details of any funds materially in deficit

Nil

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Section F

Other optional information

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

James A R Ballantine

Position (eg Secretary, Chair, etc)

Chair

Date

28 Jan 24



Marham Aero Club
RAF Marham
Kings Lynn
Norfolk
PE33 9NP

Charity Commission

28 Mar 24

To whom it may concern,

Re: 1197141 Marham Aero Club

Please find attached accounts for the period 15 Dec 21 – 31 May 23.

This charity application was started in Dec 21 with the intention of going live for our financial period 1 Jun 2022, At the time we were unaware that the FP had already started. Having only recently received a reply from yourselves clarifying the queried timeline, there has been a delay in submitting this information.

Therefore, I have provided the accounts from RAF Service Funds (SF) so that the income / expenditure figures are inclusive from Dec 21, including Grants etc.

I have enclosed the SF 21-22 P&L and Balance sheet for the period Jun 21 – May 22 and Jun – Dec 21 in order to calculate the difference and add to Jun 22- May 23 financial period, of which the auditor report and accounts are also included.

Please let me know if you have any questions / require clarification.

Best Regards

Michelle

Michelle
Ridgway - MAC

Digitally signed by
Michelle Ridgway - MAC
Date: 2024.03.28
18:05:59 Z

M Ridgway FS BSc(Hons)

FS Michelle Ridgway | Treasurer | RAF Marham Aero Club | Skype 0300 1654
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www.marhamaeroclub.com



Date: 02/02/2022
Time: 10:59:56

MARHAM AERO CLUB
Balance Sheet

Page: 1

From: Month 7, December 2021
To: Month 7, December 2021

Chart of Accounts:

SERVICE FUNDS CHARITABLE COA

	<u>Period</u>		<u>Year to Date</u>	
Current Assets				
BANK & CASH	114.05		6,612.61	
		114.05		6,612.61
Liabilities				
		0.00		0.00
Current Assets less Current Liabilities:		114.05		6,612.61
Total Assets less Current Liabilities:		114.05		6,612.61
FINANCED BY				
UNRESTRICTED INCOME FUND	0.00		5,111.54	
P & L Account	114.05		2,098.07	
		114.05		7,209.61

Date: 02/02/2022
Time: 10:59:11

MARHAM AERO CLUB
Profit and Loss

Page: 1

From: Month 7, December 2021
To: Month 7, December 2021

Chart of Accounts:

SERVICE FUNDS CHARITABLE COA

	<u>Period</u>	<u>Year to Date</u>	
Sales			
FLYING FEES	(56.00)	7,950.52	
SUBSCRIPTIONS	190.00	3,513.76	
DEPOSIT INTEREST	0.05	0.35	
FUEL PAYEMENTS RECEIVED	0.00	515.60	
	134.05		11,980.23
Expenses			
SIF CLK WAGES	10.00	70.00	
FUEL	0.00	4,343.23	
AIRCRAFT EXPENDITURE	0.00	290.00	
ADMIN & SUNDRIES	0.00	370.62	
INSURANCE COSTS	0.00	2,894.04	
MAINTENANCE	0.00	1,128.23	
AUDIT CLK WAGES	10.00	70.00	
INSTRUCTOR FEES	0.00	716.04	
	20.00		9,882.16
Net Profit / (Loss):	<u>114.05</u>		<u>2,098.07</u>

Date: 10/01/2023
Time: 11:18:54

MARHAM AERO CLUB
Balance Sheet

Page: 1

From: Month 1, June 2021
To: Month 12, May 2022

Chart of Accounts: SERVICE FUNDS CHARITABLE COA [PARTIAL]

	<u>Period</u>	<u>Year to Date</u>	
Current Assets			
BANK & CASH	(2,376.55)	2,734.99	
	(2,376.55)		2,734.99
Liabilities			
	0.00		0.00
Current Assets less Current Liabilities:	(2,376.55)		2,734.99
Total Assets less Current Liabilities:	(2,376.55)		2,734.99
FINANCED BY			
UNRESTRICTED INCOME FUND	0.00	5,111.54	
P & L Account	(1,639.55)	(1,639.55)	
	(1,639.55)		3,471.99

Date: 10/01/2023
Time: 11:19:08

MARHAM AERO CLUB
Profit and Loss

Page: 1

From: Month 1, June 2021
To: Month 12, May 2022

Chart of Accounts: SERVICE FUNDS CHARITABLE COA [PARTIAL]

	<u>Period</u>	<u>Year to Date</u>	
Sales			
FLYING FEES	6,591.85	6,591.85	
SUBSCRIPTIONS	4,073.76	4,073.76	
DEPOSIT INTEREST	1.03	1.03	
FUEL PAYEMENTS RECEIVED	1,105.60	1,105.60	
MISC INCOME	5,015.44	5,015.44	
	16,787.68		16,787.68
Expenses			
SIF CLK WAGES	120.00	120.00	
FUEL	7,331.14	7,331.14	
AIRCRAFT EXPENDITURE	290.00	290.00	
ADMIN & SUNDRIES	1,604.70	1,604.70	
INSURANCE COSTS	6,143.61	6,143.61	
MAINTENANCE	1,185.39	1,185.39	
AUDIT CLK WAGES	120.00	120.00	
INSTRUCTOR FEES	1,563.39	1,563.39	
SCHOLARSHIP EXPENDITURE	69.00	69.00	
	18,427.23		18,427.23
Net Profit / (Loss):	(1,639.55)		(1,639.55)

**MARHAM AERO CLUB
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MAY 2023**



Total Tax Solutions
2 Peel Court
St. Cuthberts Way
Darlington
DL1 1GB

Marham Aero Club
Unaudited Financial Statements
For The Year Ended 31 May 2023

Contents

	Page
Company Information	1
Accountant's Report	2
Income and Expenditure Account	3
Balance Sheet	4
The following pages do not form part of the statutory accounts:	
Detailed Income and Expenditure Account	5

**Marham Aero Club
Company Information
For The Year Ended 31 May 2023**

Director Mr James Ballantine

Registered Office Marham Aero Club
RAF Marham
Upper Marham
PE33 9NP

Accountants Total Tax Solutions
2 Peel Court
St. Cuthberts Way
Darlington
DL1 1GB

**Marham Aero Club
Accountant's Report
For The Year Ended 31 May 2023**

In accordance with the engagement letter dated , and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company from the accounting records and information and explanations you have given to us.

This report is made to the director in accordance with the terms of our engagement. Our work has been undertaken to prepare for approval by the director the financial statements that we have been engaged to compile, to report to the director that we have done so, and to state those matters that we have agreed to state to them in this 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 Company and the Company's director for our work or for this report.

You have acknowledged on the balance sheet as at year ended 31 May 2023 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Signed

Date

Total Tax Solutions
2 Peel Court
St. Cuthberts Way
Darlington
DL1 1GB

**Marham Aero Club
Income and Expenditure Account
For The Year Ended 31 May 2023**

	2023
	£
TURNOVER	45,566
Cost of raw materials and consumables	(1,018)
Other charges	(48,406)
NET DEFICIT	<u>(3,858)</u>

**Marham Aero Club
Balance Sheet
As At 31 May 2023**

	2023
	£
Current assets	13,033
Creditors: Amounts Falling Due Within One Year	(16,891)
NET CURRENT LIABILITIES	(3,858)
TOTAL ASSETS LESS CURRENT LIABILITIES	(3,858)
NET LIABILITIES	(3,858)
RESERVES	(3,858)

Notes

1. General Information

Marham Aero Club is a private company, limited by guarantee, incorporated in England & Wales, registered number . The registered office is Marham Aero Club, RAF Marham, Upper Marham, PE33 9NP.

2. Average Number of Employees

Average number of employees, including directors, during the year was: NIL

3. Company limited by guarantee

The company is limited by guarantee and has no share capital.

Every member of the company undertakes to contribute to the assets of the company, in the event of a winding up, such an amount as may be required not exceeding £1.

For the year ending 31 May 2023 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

The member has not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The director acknowledges his responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These accounts have been prepared in accordance with the micro-entity provisions.

On behalf of the board

Date

Marham Aero Club
Detailed Income and Expenditure Account
For The Year Ended 31 May 2023

	2023	
	£	£
TURNOVER		
Sales	25,361	
Membership fees	4,123	
Instructor fees	3,295	
Fuel Sales	733	
Misc Sales	1,054	
Grants and subsidies received	11,000	
		45,566
COST OF RAW MATERIALS AND CONSUMABLES		
<i>Cost of sales:</i>		
Purchases	393	
<i>Distribution:</i>		
Medical Costs	625	
		(1,018)
OTHER CHARGES		
<i>Other direct costs:</i>		
Vehicle fuel costs	11,501	
Insurance	1,704	
	13,205	
<i>Other distribution costs:</i>		
Consultancy fees	520	
Vehicle insurance costs	3,502	
Computer software, IT consumables and maintenance	300	
Repairs, renewals and maintenance	22,427	
Insurance	(47)	
Marketing and advertising costs	20	
Printing, postage and stationery	230	
Royalties and licence fees payable	1,200	
Subscription & Memberships	1,115	
	29,267	
<i>General administration costs:</i>		
Training seminars and workshops	4,902	
Accountancy fees	50	
Entertaining	62	
Sundry expenses	920	
	5,934	
		(48,406)
NET DEFICIT		(3,858)