

THE CO-MASONIC BENEVOLENT FUND

England & Wales · Charity number 205813

Details

Status Registered

Legal form Trust

Registered 1962-09-22

Register [View on the Charity Commission register](#)

Contact

Address Hexagon House
37/39 Surbiton Hill Road
Surbiton
Surrey
KT6 4TS

Phone 02083399000

Email benevfund@freemasonryformenandwomen.co.uk

Website www.freemasonryformenandwomen.co.uk

Activities

Objects: RELIEF OF POVERTY AND DISTRESS AMONG MEMBERS OF THE BRITISH FEDERATION OF THE ORDER OF UNIVERSAL CO-MASONRY AND OTHER CHARITABLE PURPOSES TO BE DETERMINED FROM TIME TO TIME.

Activities: Relief of poverty and distress among members of the International Order of Freemasonry for Men and Women, Le Droit Humain, British Federation and other less fortunate or suffering members of humanity, particularly children. Registered for Gift Aid.

Classification

- **How:** Makes Grants To Individuals, Makes Grants To Organisations
- **What:** The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies

Geography

- **Area of benefit:** GREAT BRITAIN
- Northern Ireland
- Togo
- Throughout London

Finances

Period end	Income	Expenditure	Assets	Employees
2024-12-31	£67,507	£68,566	-	-
2023-12-31	£58,081	£54,004	-	-
2022-12-31	£40,444	£79,157	-	-
2021-12-31	£36,408	£31,030	-	-
2020-12-31	£71,344	£29,448	-	-

Trustees

Name	Role	Appointed
Dr Christine Hilcenko	Chair	2018-10-22
ANNE HOBLYN MBE		2012-09-11
BRIAN ROBERT ROBERTS B SC HONS		
James Moseley		2025-07-29
Kamil Kacprzak		2025-05-20
Nicole Sandra Vitzthum		2017-04-10
Rene Pfertzel		2022-10-18
Sue Moseley		2025-07-29
THE BRITISH CO-MASONIC TRUST LTD		

THE CO-MASONIC BENEVOLENT FUND

England & Wales - Charity number 205813

Accounts

Comasonic Benevolent Fund

Registered charity No: 205813



**ACCOUNTS
FOR THE YEAR ENDED
31 DECEMBER 2024**

Comasonic Benevolent Fund

Hexagon House, 37-39 Surbiton Hill Road, Surbiton, Surrey, KT6 4TS

www.freemasonryformenandwomen.co.uk E: benevfund@freemasonryformenandwomen.co.uk

T: +44 (0)20 8339 9000

**THE CO-MASONIC BENEVOLENT FUND
FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2024

CONTENTS	PAGE
Report of the Chairperson	2
Legal & administrative information	3
Report of the Trustees	4
Independent examiners' report to the trustees	10
Statement of financial activities (SOFA)	11 & 12
Balance sheet	13
Notes to the financial statements	14 to 21
Appendix 1 - Organisational Structure	22
Appendix 2 - Objectives, actions and targets for 2024	23

**THE CO-MASONIC BENEVOLENT FUND
REPORT OF THE CHAIRMAN**

FOR THE YEAR ENDING 31 DECEMBER 2024

As chair person and on behalf of the board of trustees ("Trustees" or "Board") of the Comasonic Benevolent Fund ("CMBF"), I am pleased to present the annual report for the Comasonic Benevolent Fund ("CMBF") for the year ending 31st December 2024.

I would like to express my gratitude to the Trustees, volunteers and support staff of the CMBF for their continued support this year.

The Trustees are volunteers. They provide their time, commitment and energy as the vital glue allowing all the other critical parts of CMBF to operate. For this I offer my heartfelt thanks.

The CMBF continues to donate to worthwhile charities and causes, both nationally and internationally. The CMBF helps in its small way towards improving the lives of our beneficiaries.

Looking to the future, we have as other small charities challenges ahead but I feel confident that we will continue to assist those in need throughout 2025.

Christine Hilcenko – Chair

1st August 2025

**THE CO-MASONIC BENEVOLENT FUND
LEGAL AND ADMINISTRATIVE INFORMATION**

FOR THE YEAR ENDING 31 DECEMBER 2024

Trustees

Dr Christine Hilcenko

Chair

Brian Roberts

Secretary

Rene Pfertzel

Treasurer

Anne Hoblyn MBE

Nicole Vitzthum

Kamil Kacprzak (appointed: 20.05.2025)

James Moseley (appointed: 29.07.2025)

Sue Moseley (appointed: 29.07.2025)

Denys Julian Rees (resigned: 08.01.2025)

The British Co-Masonic Trust Ltd

(nominated representative - Sally Roberts)

Trustees resigned during & since year ended 31.12.2024

None

Trustees appointed during year

None

Charity Address

Hexagon House
37 / 39 Surbiton Hill road
Surbiton
Surrey
KT6 4TS

Bankers

Lloyds TSB
Law Courts (300004) Branch
222 Strand
London
WC2R 1BB

Independent Examiner

Reza Samii Chartered Accountant
5 Calico Row
Plantation Wharf
London
SW11 3YH

THE CO-MASONIC BENEVOLENT FUND TRUSTEES ANNUAL REPORT

FOR THE YEAR ENDING 31 DECEMBER 2024

The trustees present their report with the independently examined accounts of the Comasonic Benevolent Fund for the year ended 31 December 2024. The accounts have been prepared in accordance with the accounting policies set out on page 14.

1. Constitution and Objectives

The CMBF is a registered charity number 205813. The governing document is a Trust Deed dated 30 October 1933, with a supplemental deed dated 14 December 2004 relating exclusively to property known as Hexagon House, 37/39 Surbiton Hill Road, Surbiton, Surrey, KT6 4TS, (transferred to the CMBF on 30 October 2004). This supplemental deed specifies the terms under which the property known as Hexagon House will be held, and relates specifically to its use by the British Federation of the International Order of Freemasonry for Men and Women Le Droit Humain (formerly known as International Co-Freemasonry Le Droit Humain) (the "British Federation").

The Charity's objects and purposes are:

- The relief of poverty and distress among members of the British Federation and others, and to assist deprived children and young people, up to age of 24 years to achieve their full potential.
- Such other charitable purposes as may be from time to time prescribed in that behalf by the said constitutions laws regulations and rules.

Within these objects and purposes, Trustees' priorities are:-

- The welfare of members of the British Federation who are in need.
- Help for the less fortunate or suffering members of humanity, particularly children.
- Support for deprived children and young people up to and including the age of 24 years to fulfil their potential.

2. Organisational Structure

Management of the Fund falls under three principal headings:

- Board of trustees (policy issues, strategic management of the Fund and donations to external bodies and charities).
- Board of benevolence (management of welfare issues and charitable payments or gifts to members of the British Federation, in line with policy).
- Property management (all matters connected with the maintenance of Hexagon House).

A copy of the organisational structure and associated responsibilities is at Appendix 1 on page 21.

3. Financial Review

All persons involved in the management and administration of the Fund, and in pursuing its objects, are volunteers, with the exception of a part-time book-keeper. CMBF also calls on external service providers for Chartered Accountant services, part-time admin person, building maintenance / gardening and cleaning services. Consequently, employment costs continued during the year, although these have been kept to a minimum.

The CMBF owns and occupies the property and land known as Hexagon House in Surbiton, for which there is the usual expenditure on utilities, decoration and maintenance. These costs continue to be met from income received through the letting of office space, the top flat of the house and car parking.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2024

3. Financial Review - (Continued...)

Ownership of Hexagon House, which was built in 1899, involves important maintenance costs and associated administration.

The Fund's limited financial assets are invested in low-risk deposit accounts and investment bonds, re-invested on maturity.

The Trustees regularly monitored income and expenditure to ensure compliance with budgetary aims.

4. Governance issues and Policy Review

Risk Management

The main risks to the Fund have not changed and are:

- Closure of the British Federation, formerly known as International Co - Freemasonry.
- Loss and reduction in income through non-lettings from Cranhurst Lodge, the car park and the top flat - properties forming part of Hexagon House.
- Serious damage to the property or environmental conditions preventing lodge meetings from being held.
- Reduction in the number of lodges hiring Hexagon House.
- Change in rating category resulting in higher business rates.
- Shortage of volunteers to help with administration and management of the fund.

Reserve Policy

The Fund's reserve policy is to:

- start each year with one year's estimated expenditure in the bank excluding potential income and invested funds.
- retain a reserve of £30,000 to cover annual maintenance, repairs and decorations to Hexagon House and the land in Surbiton Hill Road, including Cranhurst Lodge and an additional £10,000 for annual grants plus £11,000 for routine running costs.

Appointment of Trustees

The Board of Trustees consists of at least three and at least six more individuals, but not limited to this as a maximum, to take on the roles needed and all of whom must be members of the British Federation. It comprises:-

- The Chair
- The Treasurer
- At least seven other elected members.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2024

4. Governance issues and Policy Review - (Continued...)

The British Co-Masonic Trust Ltd (a company limited by guarantee) has a representative on the board of Trustees of CMBF. Mr. Colin Bleach is that representative.

Each Trustee has a portfolio of responsibilities (see Appendix 1).

Conflict of Interest Policy

Any conflict of interest must be declared at the commencement of each meeting.

Health and Safety Policy

A policy is in place.

Fraud Prevention Policy

A policy is in place.

GDPR Policy

A policy has been put in place to comply with the revised legislation related to the collection, handling and storage, correction and retention of personal information held by the Comasonic Benevolent Fund. Limited personal details are retained and include mainly those of for the CMBF's trustees, volunteers, beneficiaries, the independent examiner and contractors, as applicable. Such information is retained within the retention periods required by law and solely for the purposes of the charity, for inclusion in reports to the Charity Commission and for any other legislative requirement. Enquiries regarding access to personal data are made to the Secretary who provides a subject access request form if necessary.

Safeguarding Policy

The CMBF does not interact directly with children and vulnerable adults, but donates to charitable organisations that do. One of the principal beneficiaries is SPES Togo, a charity in Togo that provides a home for abandoned children and which clearly requires a safeguarding policy of its own, due to the number of vulnerable children in its care. Trustees of the CMBF studied their policy carefully and have received a report of its implementation. The implementation report included multiple levels of monitoring, the ability to report locally as well as anonymously. The CMBF, on the basis of these safeguards reported, has agreed to continue payments to SPES Togo.

Similar scrutiny is applied to other charities / organisations which have direct access to children and vulnerable adults and which seek donations.

5. Public benefit

The purpose of CMBF, as stated on page 4, is to relieve poverty and distress amongst members of the British Federation of the Order and others, as well as such other charitable purposes as determined by the Trustees from time to time based on certain criteria and guidelines using certain principles or directions set out from time to time by the Trustees in line with the current objects of the charity.

The definition of "others" was amended in 2019 to include persons related to the members of the Order (immediate family) or immediate dependents (by non-marriage).

Assistance to the public is focused on deprived young people up to and including the age of 24 years in order to help them achieve their full potential and the elderly, who have limited capabilities.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2024

5. Public benefit - (Continued...)

All lodges contribute 25% of their charitable collections to the CMBF, but these and other donations remain at a very low levels and have minimal impact on the Fund's income.

The purpose of the Fund is achieved through:

- the making of financial gifts to members of the British Federation who are poor or distressed and through the provision of welfare support services such as home visits.
- making donations to other organisations and (non-masonic) charities whose aims and objects also relate to helping those who are in poverty or distress, particularly amongst children.

When setting annual objectives, the Trustees ensured they include actions that realistically will help achieve the overall purpose.

There are six important principles/directions taken by the Trustees each year. These remain the same every year:

- ❖ **the Charity does not raise money from the public.** All income derives from donations by members of the British Federation, donations from lodges and chapters of the British Federation, legacies from deceased members and rent from properties. A large proportion of this rental income is gifted to third party charities.
- ❖ **the Charity does not charge any fees for any of its services.**
- ❖ **there are no membership fees, contributions or subscriptions payable.**
- ❖ **all members of the British Federation qualify for financial assistance**, provided they meet the aid criteria including (without limitation) the criteria required to benefit from state welfare support.
- ❖ **Management and administration of the Charity, is effected by volunteers (in as much as possible). The CMBF's policy is that volunteers provide their services or assistance free of charge.** Administrative costs therefore are kept to an absolute minimum.
- ❖ **Donations to external bodies or charities are made only to those whose aims are similar to ours**, in respect of the relief of poverty and distress.

Identifiable benefit or benefits

The benefits arise from the provision of financial aid to members of the British Federation and to other organisations and charities, and the provision of welfare support, interest in and contact with sick or elderly members. These benefits are directly related to the CMBF's purposes. The trustees of the CMBF ensure that they set annual objectives most likely to achieve them. These objectives are monitored and reviewed throughout the year. It is the view of trustees that no harm or detriment arises from these benefits.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2024

5. Public benefit - (Continued...)

Benefit to the public, or section of the public

In making grants to members, the Trustees of the CMBF have set criteria that must be met before financial assistance is given. These criteria are used to measure the extent of poverty or distress. They are quite strict which, coupled with the fact that only a tiny proportion of our members live at or below the poverty line, means that very few need or qualify for aid. However, a greater number who are sick or elderly do require welfare support, but this is usually of a temporary nature and costs little. For the purpose of alleviating temporary circumstances, loans to cover extraneous circumstances are provided, with a repayment period. Generally no interest is applied.

In making donations to other bodies or charities, the Trustees assess the degree to which their aims are similar to ours in respect of the relief of poverty and distress. Donations are made only to those that clearly demonstrate that relief.

Benefits are spread across a very small number of members of the International Order of Freemasonry for Men and Women (the "Order"), for whom the CMBF originally was set up in 1933. The number of members to receive financial support in 2024 was 0 (zero).

Membership of the Order is open to all sections of the public who are 18 years old or more and who are of good character. Members pay a small subscription to the British Federation of the Order, but not to the CMBF, which is open to all members without cost.

Criteria for selecting third party organisations, including non-masonic charities with aims similar to ours:

- Financial support towards a bursary for a gifted pupil in the Reigate area.
- Abandoned children in Togo, through sponsorship and support for two orphanages, in Lomé and Kpalime. The CMBF sponsors four children.
- Other than for the abandoned children in Togo, there are no geographical restrictions for beneficiaries. No fees are charged and the financial benefits are restricted to those who are in poverty or distress.

6. Year under Review

The business plan for 2024 was implemented. A synthesis of this is at Appendix 2 on page 22, with a summary of the results, showing the extent to which our annual objectives were achieved.

Income from fund raising activities remained £NIL for the sixth year running as no such activities were arranged.

The top flat of Hexagon House remained let for the period.

Extensive repairs to Hexagon House were enacted.

As in previous years, without the income derived from the property, the Fund could not meet its commitments and would be regarded as a very small charity.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2024

6. Year under Review - (Continued...)

There were no grants to members of the British Federation as none were brought to notice as being in need of help.

£17,428 was given to UK charities in total. The sponsorship to SPES (for TOGO) for 2024 was £NIL.

In line with our desire to support deprived young children and help them to fulfil their potential, £1,600 was again donated to Reigate Grammar School towards the sponsorship of a boy's education.

Welfare calls were made to members, who are house-bound or resident in care homes and no longer able to travel. This is an important aspect of welfare for the sick and elderly who might not need financial assistance but who do need someone to show an interest in their well-being. The CMBF paid for the cost of these calls.

In addition to the above, the CMBF donated ten boxes of food to the Kingston Food Bank.

The receipt of donations and the allocation of assistance to the British Federation members is dealt with by the British Federation's Almoner, who chairs a Board of Benevolence comprising five members, not including herself/himself, drawn from members of the British Federation. This Board of Benevolence is responsible for all welfare issues at the British Federation level, whereas individual lodge almoners have responsibility at the local level.

Donations to external bodies and charities are decided separately by the Board of Trustees of the CMBF.

The CMBF is a member of the UK Debt Management Office's Approved Group, which enables it to buy and sell British Government Stocks

7. Statement of Trustees' Responsibilities:

The Charities Act 2011 requires the Board of Trustees of the CMBF to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the CMBF and the income and expenditure of the CMBF for the relevant financial year.

In preparing those Financial Statements, the Trustees are required to :

- * select suitable accounting policies and then apply them consistently;
- * make judgments and estimates that are reasonable and prudent;
- * prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Fund will continue.

The Trustees are responsible for keeping proper Accounting Records which disclose with reasonable accuracy at any time the Financial Position of the Fund and to enable them to ensure that the Financial Statements comply with Charities Act 2011. They are also responsible for safeguarding the assets of the Fund and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 1st August 2025 and signed on their behalf by:

**Christine Hilcenko - Chair
1st August 2025**

**THE CO-MASONIC BENEVOLENT FUND
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

FOR THE YEAR ENDING 31 DECEMBER 2024

I report to the trustees on my examination of the accounts of the above charity for the year ended 31st December 2024.

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. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Reza Samii
Chartered Accountant and Registered Auditor
5 Calico Row
Plantation Wharf
Battersea
London, SW11 3YH

Date: 1st August 2025

**THE CO-MASONIC BENEVOLENT FUND
STATEMENT OF FINANCIAL ACTIVITIES**

FOR THE YEAR ENDING 31 DECEMBER 2024

	<u>ALMONERS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>TOTAL</u>	
	<u>Unrestricted Funds</u>		<u>Unrestricted Funds</u>		<u>Restricted Funds (SPES FUND)</u>			
	<u>Note 2</u>		<u>Note 3</u>		<u>Note 4</u>			
	2024 £	2023 £	2024 £	2023 £	2024 £	2023 £	2024 £	2023 £
Income and endowments from:								
Donations & legacies	765	478	0	0	25	0	790	478
Charitable Activities	0	0	0	0	0	0	0	0
Other trading activities	0	0	64,279	56,761	0	0	64,279	56,761
Investments	730	302	1,708	539	0	0	2,438	841
Total	1,495	781	65,988	57,300	25	0	67,507	58,081
Expenditure on:								
Charitable activities - direct	(591)	(970)	(17,428)	(12,600)	0	0	(18,019)	(13,570)
Charitable activities - - establishment costs	0	0	(50,400)	(40,322)	0	0	(50,400)	(40,322)
Other expenditure	(147)	(113)	0	0	0	0	(147)	(113)
Total	(738)	(1,083)	(67,828)	(52,922)	0	0	(68,566)	(54,004)
Net Income / (Expenditure) before transfers - C/f to next page	757	(302)	(1,841)	4,378	25	0	(1,059)	4,076

Notes 1 to 9 form part of these accounts

**THE CO-MASONIC BENEVOLENT FUND
STATEMENT OF FINANCIAL ACTIVITIES**

FOR THE YEAR ENDING 31 DECEMBER 2024

	<u>ALMONERS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>TOTAL</u>	
	<u>Unrestricted Funds</u>		<u>Unrestricted Funds</u>		<u>Restricted Funds (SPES FUND)</u>			
	<u>Note 2</u>		<u>Note 3</u>		<u>Note 4</u>			
	2024 £	2023 £	2024 £	2023 £	2024 £	2023 £	2024 £	2023 £
Balances B/F from previous page	757	(302)	(1,841)	4,378	25	0	(1,059)	4,076
Transfers between funds	0	0	0	55	0	(55)	0	0
Notes 2 & 3	757	(302)	(1,841)	4,433	25	(55)	(1,059)	4,076
Other Recognised gains/(losses)								
Unrealised Gains on revaluation	0	0	0	250,000	0	0	0	250,000
Net movements in funds	757	(302)	(1,841)	254,433	25	(55)	(1,059)	254,076
Brought Forward :								
Income Funds	54,311	54,612	1,936,276	1,681,843	2,032	2,087	1,992,619	1,738,542
Reserves on Transfer of Assets	0	0	1,003,403	1,003,403	0	0	1,003,403	1,003,403
Rounding adjustment	0	0	0	0	0	0	0	0
Total funds carried forward	55,068	54,311	2,937,839	2,939,679	2,057	2,032	2,994,964	2,996,021

Notes 1 to 9 form part of these accounts

**THE CO-MASONIC BENEVOLENT FUND
BALANCE SHEET**

AS AT 31 DECEMBER 2024

	<u>Notes</u>	31-Dec-24		31-Dec-23	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	5.		2,750,387		2,750,516
Investments	6.		85,955		85,278
			2,836,342		2,835,794
CURRENT ASSETS					
Debtors	7.		9,530		10,415
Cash at bank and in hand :					
- Almoners Funds :					
Lloyds TSB - Business			4,428		5,323
- Buildings Funds :					
Lloyds TSB - Treasurers		31,799		28,844	
Lloyds TSB - Instant access		119,493		118,111	
SPES Account - restricted		2,057		2,032	
Cash in hand		0		0	
			153,349		148,986
CREDITORS : Amounts falling due within one year	8.		(8,687)		(4,498)
NET CURRENT ASSETS / (LIABILITIES)			158,620		160,227
TOTAL NET ASSETS / (LIABILITIES)			2,994,962		2,996,021
THE FUNDS OF THE CHARITY:					
Unrestricted income funds					
- Building Funds - unrestricted	9.		1,934,437		1,936,278
- Building Funds - restricted (SPES)	4.		2,057		2,032
- Almoners Funds - unrestricted	8.		55,065		54,308
- Reserve on transfer of assets - Building Funds	9.		1,003,403		1,003,403
			2,994,962		2,996,021

The financial statements were approved by the Trustees on 1st August 2025 and signed on their behalf by:

Ms. Christine Hilcenko..... Chair

Mr. Brian Roberts.....Trustee

Notes 1 to 9 form part of these accounts

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2024

1. ACCOUNTING POLICIES:

a) ACCOUNTING BASIS AND STANDARDS:

The financial statements have been prepared under the historical cost convention as modified to include the revaluation of the freehold property and in accordance with Accounting Standards in the UK, the Financial Reporting Standard FRS 102, the Charities SORP FRS 102 and the Charities Act 2011.

The charity meets the definition of a public benefit entity under FRS 102.

b) INCOMING RESOURCES:

Recognition of incoming resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

c) EXPENDITURE AND LIABILITIES:

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

d) TANGIBLE FIXED ASSETS AND DEPRECIATION:

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures & fittings	- 25% reducing balance
Office Equipment	- 25% reducing balance

e) PROPERTY REVALUATION:

The freehold property is revalued by the Trustees after obtaining professional assistance.

f) RESERVES POLICY:

The charity starts each year with one year's estimated expenditure in the bank excluding potential income and invested funds and in addition;-

The charity retains a reserve of £30,000 to cover annual maintenance, repairs and decorations to Hexagon House and the land in Surbiton Hill Road, including Cranhurst Lodge and an additional £10,000 for annual grants plus £11,000 for routine running costs.

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2024

2. ALMONERS FUNDS - Unrestricted

	2024		2023	
	£	£	£	£
INCOME:				
25% Dues from Lodges	420		248	
Donations from Lodges	345		230	
		<u>765</u>		<u>478</u>
Charitable activities - fund raising		0		0
Interest on Investments & savings accounts		730		302
		<u>1,495</u>		<u>781</u>
EXPENDITURE: Unrestricted				
Direct Charitable Expenditure				
Grants to Brethren & Gifts	591		970	
		<u>(591)</u>		<u>(970)</u>
OTHER EXPENDITURE:				
Printing, postage & stationery	147		36	
Travelling expenses	0		36	
Sundries	0		40	
		<u>(147)</u>		<u>(113)</u>
TOTAL RESOURCES EXPENDED		<u>(738)</u>		<u>(1,083)</u>
Net incoming / (outgoing) resources before transfers		757		(302)
Transfer between funds - from Building Funds		<u>0</u>		<u>0</u>
Net Incoming / (outgoing) resources		<u><u>757</u></u>		<u><u>(302)</u></u>

THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDING 31 DECEMBER 2024

3. BUILDINGS FUNDS - Unrestricted	2024		2023	
	£	£	£	£
INCOME:				
Rent from lodges and chapters	17,876		11,244	
Outside Obediences	<u>2,960</u>		<u>4,320</u>	
		20,836		15,564
Rent : Cranhurst Lodge	17,477		13,129	
: Top floor flat	17,180		16,380	
Car Park	<u>8,640</u>		<u>11,520</u>	
		64,133		56,593
Other donations		<u>146</u>		<u>168</u>
		64,279		56,761
Interest on Investments & savings accounts		<u>1,708</u>		<u>539</u>
		65,988		57,300
EXPENDITURE: Unrestricted				
Direct Charitable Expenditure & Donations		<u>(17,428)</u>		<u>(12,600)</u>
- see page 17 for details				
EXPENDITURES:				
Establishment Expenses :				
General Rates incl. water rates	<u>1,115</u>		<u>1,800</u>	
		1,115		1,800
Light & Heat	13,881		12,600	
- less contributions (Cranhurst)	0		(79)	
- less contributions (1st Floor)	<u>(2,669)</u>		<u>(2,493)</u>	
		11,211		10,029
Gardening expenses	1,825		1,860	
- less contributions	<u>(525)</u>		<u>(490)</u>	
		1,300		1,370
Cleaning & refuse collection				
expenses -includes wages & tax	6,480		6,214	
- less contributions	<u>(397)</u>		<u>(876)</u>	
		6,082		5,338
Insurance costs	3,702		2,190	
- less contributions	<u>(500)</u>		<u>0</u>	
		3,202		2,190
Repairs, renewals & maintenance				
- repairs & renewals	<u>14,674</u>		<u>8,111</u>	
		14,674		8,111
		<u>(37,585)</u>		<u>(28,838)</u>
Carried forward to page 17		<u>(55,012)</u>		<u>(41,438)</u>

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2024

	2024		2023	
	£	£	£	£
3. BUILDINGS FUNDS - Unrestricted (continued...)				
Brought forward from page 16		(55,012)		(41,438)
Administration Expenses :				
Printing, postage & stationary	10		0	
Accountancy fees	3,000		4,140	
Book keeping costs	2,680		2,240	
Legal and professional	2,498		1,980	
IT, software & web design	373		54	
Administration fees	3,925		2,397	
Staff welfare	68		156	
Sundries	133		345	
Depreciation on fixtures & fittings	94		125	
Depreciation on office equipment	35		47	
		(12,816)		(11,484)
TOTAL RESOURCES EXPENDED		<u>(67,828)</u>		<u>(52,922)</u>
Net incoming / (outgoing) resources before transfers		(1,841)		4,378
Transfer between funds		<u>0</u>		<u>55</u>
Net Incoming resources / (outgoings)		<u><u>(1,841)</u></u>		<u><u>4,433</u></u>

	2024	2023
	£	£
Direct Charitable Expenditure & Donations		
- Kingston University	8,000	6,000
- North London Bikur	2,000	0
- Missing People	5,000	0
- Reigate Grammar School	1,600	1,600
- Kingston Foodbank	828	0
- SS John & Elizabeth Charity	0	5,000
	<u>17,428</u>	<u>12,600</u>

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2024

4. RESTRICTED FUNDS - SPES FUND	2024 <u>Building</u> <u>Funds</u> <u>Income</u> <u>(Restricted)</u> £	2023 <u>Building</u> <u>Funds</u> <u>Income</u> <u>(Restricted)</u> £
Balance as at 1.1.2024	2,032	2,087
Income for the year - Donations from lodges	25	0
Expenditure	0	0
Transfer between funds	0	(55)
Balance as at 31.12.2024	<u>2,057</u>	<u>2,032</u>
<i>- represented by the bank balance</i>		

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2024

5. TANGIBLE FIXED ASSETS (Building Funds) - Unrestricted Funds	Freehold Property (Investment Property) £	Fixtures, Fittings £	Office Equipment £	Total £
<u>Cost or Valuation</u>				
At 1st January 2024	2,750,000	37,625	3,959	2,791,584
At 31 December 2024	2,750,000	37,625	3,959	2,791,584
<u>Depreciation</u>				
At 1st January 2024	0	37,250	3,818	41,068
Charge for the year	0	94	35	129
At 31 December 2024	0	37,344	3,853	41,197
<u>Net Book values</u>				
At 31.12.2024	2,750,000	281	106	2,750,387
At 31.12.2023	2,750,000	375	141	2,750,516

Freehold Property:

The trustees, after obtaining professional assistance, are of the opinion that the above revalued amount of the investment property fairly represent its market value as at 31st December 2024.

On a historical cost basis, freehold land and buildings would have been included as follows:-

	2024 £	2023 £
Cost	975,000	975,000

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2024

6. INVESTMENTS	2024 £	2024 £	2023 £	2023 £
	<u>Almoners</u> <u>Funds</u> <small>(unrestricted)</small>	<u>Building</u> <u>Funds</u> <small>(unrestricted)</small>	<u>Almoners</u> <u>Funds</u> <small>(unrestricted)</small>	<u>Building</u> <u>Funds</u> <small>(unrestricted)</small>
Bank of Ireland: 1 year fixed term bond: b/f	39,096	36,181	39,096	36,181
National Savings Income Bonds: b/f	10,000	0	10,000	0
	49,096	36,181	49,096	36,181
Interest earned during year	352	326	0	0
	49,448	36,507	49,096	36,181
Represented by:	2024 £	2024 £	2024 £	2023 £
			TOTAL	TOTAL
Bank of Ireland 3.82 % Fixed Term Deposit - <i>Maturity date: 28.10.2026</i>	39,448	36,507	75,956	75,278
National Savings Income Bonds	10,000	0	10,000	10,000
As above	49,448	36,507	85,956	85,278
7. DEBTORS	2024 £	2024 £	2023 £	2023 £
	<u>Almoners</u> <u>Funds</u> <small>(unrestricted)</small>	<u>Building</u> <u>Funds</u> <small>(unrestricted)</small>	<u>Almoners</u> <u>Funds</u> <small>(unrestricted)</small>	<u>Building</u> <u>Funds</u> <small>(unrestricted)</small>
Trade debtors - rent & fees receivable	0	8,181	0	9,889
Short term advance	1,300	0	0	0
Prepayments and accrued income - - repairs	0	49	0	526
	1,300	8,230	0	10,415

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2024

8. CREDITORS-amounts falling due within one year:-	2024 £ <u>Almoners Funds</u> <i>(Restricted / unrestricted)</i>	2024 £ <u>Building Funds</u> <i>(unrestricted)</i>	2023 £ <u>Almoners Funds</u> <i>(Restricted / unrestricted)</i>	2023 £ <u>Building Funds</u> <i>(unrestricted)</i>
Trade creditors	0	1,768	0	1,498
Accruals	0	6,919	0	3,000
	0	8,687	0	4,498

9. UNRESTRICTED FUNDS	<u>Building Funds Income</u> <i>(unrestricted)</i>	<u>Building Funds Reval'tion</u> <i>(unrestricted)</i>	<u>Almoners Funds Income</u> <i>(unrestricted)</i>	<u>Reserves on transfer of assets</u> <i>(unrestricted)</i>	<u>Total</u>
	£	£	£	£	£
Balance as at 1.1.2024	161,278	1,775,000	54,308	1,003,403	2,993,989
Surplus / (deficit) for year					
- Buildings Funds	(1,841)	0	0	0	(1,841)
- Almoners Funds	0	0	757	0	757
Balance as at 31.12.2024	159,437	1,775,000	55,065	1,003,403	2,992,905

RESTRICTED FUNDS - SPES FUND	<u>Total 2024 Building Funds Income</u> <i>(Restricted)</i> £
Balance as at 1.1.2024	2,032
Income for the year - Donations from lodges	25
Transfer between funds	0
Balance as at 31.12.2024 <i>- represented by the bank balance</i>	2,057

10. RELATED PARTY TRANSACTIONS

During the year Ms N Vitzthum, a Trustee charged the charity a sum of £3,923 towards administrative and accounting services provided. The outstanding balance as at year end amounted to £2,232. No other Trustees received any benefits or remuneration during the year.

**THE CO-MASONIC BENEVOLENT FUND
ORGANISATIONAL STRUCTURE**

FOR THE YEAR ENDING 31 DECEMBER 2024

APPENDIX 1

<p>Board of Trustees Chair + 8 other Trustees (inc. The British Co-Masonic Trust Ltd)</p>
<p>Trustees' Responsibilities</p> <p>1st Trustee - Chair - Control and coordination inc. donations to outside bodies, SPES and other charities</p> <p>2nd Trustee - Treasurer - Finances and budgets. (Investments; fundraising; book-keeping (with employed assistant); insurance cover)</p> <p>3rd Trustee (Secretary) - Legal issues & responsibilities and compliance with law; policy drafting; trustee liability; leases / rentals; car park and grounds</p> <p>4th Trustee - Business planning; performance monitoring; evaluation and review</p> <p>5th Trustee - Charity Commission liaison</p> <p>6th Trustee - Fed Almoner - see below</p> <p>7th Trustee - (Vacancy) Property Management - maintenance of house & contents, stock control, but not maintenance of grounds and equipment; emergencies ; health & safety; Gift Aid; Website</p> <p>8th Trustee - British Co-Masonic Trust Ltd</p> <p>9th Trustee - (Vacancy) Annual Report</p>



<p>Board of Benevolence Federation Almoner + 5 members</p>
<p>Responsibilities</p> <ul style="list-style-type: none"> * Management of Almoner's A/c * Welfare of members * Visits to aged and infirm * Grants to sick, elderly and in need * Liaison with lodges * Support & guidance to lodge almoners

**THE CO-MASONIC BENEVOLENT FUND
BUSINESS PLAN FOR 2024**

FOR THE YEAR ENDING 31 DECEMBER 2024

APPENDIX 2

Purpose

- The relief of poverty and distress among members of the International Order of Freemasonry for Men and Women, Le Droit Humain, British Federation and others and to assist deprived children and young people, up to and including the age of 24years – to achieve their full potential – and such other charitable purposes as may from time to time be prescribed in that behalf by the said constitutions regulations and laws

Aims

- To be a leading Masonic charity in Great Britain

Priorities	Objectives	Steps to Achieve	Action by	Time Scale	Any issue identified on review
Welfare of members of the British Federation who are in need	1. Provide financial assistance to all members who are known to need it	<input type="checkbox"/> Supplement the income to a maximum of £140 for single Brethren and £150 per couple per month with the capacity to go above these figures if not in receipt of state aid. This is for all members in-capable of self care due to age or infirmity, according to agreed criteria. <input type="checkbox"/> Donate up to 15% of annual surplus to the Almoner's Fund (when required) <input type="checkbox"/> Provide emergency funds up to a maximum of £2,000 to members suffering genuine financial hardship as a one off - through no fault of their own, according to agreed criteria <input type="checkbox"/> A provision to grant an interest free loan facility to Brethren who are in financial need; a figure of up to £2,000 to be repaid within a timescale individually agreed; but within 12 months. To meet the usual conditions applied regarding eligibility.	All members of Committee unless otherwise stated.	On-going unless other timescale stated.	
	2. Provide pastoral care to all members who are known to need such care	<input type="checkbox"/> Provide occasional visits or gifts to elderly and/or infirm members not in need of regular assistance to benefit their general well - being or to meet a specific need. <input type="checkbox"/> Liaise and communicate with elderly and infirm members who are not able to attend lodges due to age or infirmity. <input type="checkbox"/> Regular communication by email, phone or post and including other forms of digital media	All members of Committee unless otherwise stated.	All ongoing unless otherwise stated	
Help for the less fortunate or suffering members of humanity, particularly children	1. Support national charities, other bodies, organisations and individuals whose aims are to relieve poverty and distress, in areas local to lodges in the British Federation. 2. Support worthy causes anywhere in the world.	1. <input type="checkbox"/> Identify suitable national and local charities, bodies, organisations and individuals. <input type="checkbox"/> To make a donation of up to 25% of the annual surplus in 2024 (as a guideline) and of 2023 in addition. 2. <input type="checkbox"/> Identify worthy causes anywhere in the world and allocate appropriate funds. <input type="checkbox"/> Sponsor four SPES children in Lomé, Togo, until self-sufficient. <input type="checkbox"/> Monitor world catastrophes and donate funds accordingly.	All members of Committee unless otherwise stated	All ongoing unless otherwise stated	
Give support to children and young people up to and including the age of 24 years to fulfil their full potential.	1. Support Local, National and International Charities, other bodies, organisations, individuals and other causes, whose aims are related to the achievement of potential.	3. <input type="checkbox"/> Identify suitable Local, National and International Charities, other bodies, organisations, individuals or causes <input type="checkbox"/> Make donations up to 25% (as a guideline) of the annual surplus in 2024 and of 2023 in addition.	All members of Committee unless otherwise stated	All ongoing unless otherwise stated	
OUR VALUES		1. Compassion, care and empathy 2. Belief in the dignity of all 3. Transparency 4. Speed and efficiency in dealing with identified needs	All members of Committee unless otherwise stated	All ongoing unless otherwise stated	

THE CO-MASONIC BENEVOLENT FUND

England & Wales - Charity number 205813

Accounts

Comasonic Benevolent Fund

Registered charity No: 205813



**ACCOUNTS
FOR THE YEAR ENDED
31 DECEMBER 2023**

Comasonic Benevolent Fund

Hexagon House, 37-39 Surbiton Hill Road, Surbiton, Surrey, KT6 4TS

www.freemasonryformenandwomen.co.uk E: benevfund@freemasonryformenandwomen.co.uk

T: +44 (0)20 8339 9000

**THE CO-MASONIC BENEVOLENT FUND
FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2023

CONTENTS	PAGE
Report of the Chairperson	2
Legal & administrative information	3
Report of the Trustees	4
Independent examiners' report to the trustees	10
Statement of financial activities (SOFA)	11 & 12
Balance sheet	13
Notes to the financial statements	14 to 20
Appendix 1 - Organisational Structure	21
Appendix 2 - Objectives, actions and targets for 2023	22

**THE CO-MASONIC BENEVOLENT FUND
REPORT OF THE CHAIRMAN**

FOR THE YEAR ENDING 31 DECEMBER 2023

As chair person and on behalf of the board of trustees ("Trustees" or "Board") of the Comasonic Benevolent Fund ("CMBF"), I am pleased to present the annual report for the Comasonic Benevolent Fund ("CMBF") for the year ending 31st December 2023.

I would like to express my gratitude to the Trustees, volunteers and support staff of the CMBF for their continued support this year.

The Trustees are volunteers. They provide their time, commitment and energy as the vital glue allowing all the other critical parts of CMBF to operate. For this I offer my heartfelt thanks.

The CMBF continues to donate to worthwhile charities and causes, both nationally and internationally. The CMBF helps in its small way towards improving the lives of our beneficiaries.

Looking to the future, we have as other small charities challenges ahead but I feel confident that we will continue to assist those in need throughout 2024.

Christine Hilcenko – Chair

8th October 2024

**THE CO-MASONIC BENEVOLENT FUND
LEGAL AND ADMINISTRATIVE INFORMATION**

FOR THE YEAR ENDING 31 DECEMBER 2023

Trustees

Christine Hilcenko

Chair

Brian Roberts

Secretary

Rene Pfertzel

Treasurer

Anne Hoblyn

Nicole Vitzthum

Denys Julian Rees

The British Co-Masonic Trust Ltd

(nominated representative - Colin Bleach)

Trustees resigned during & since year ended 31.12.2023

Fiaz Mir - Resigned: 1st June 2023

Trustees appointed during year

None

Charity Address

Hexagon House
37 / 39 Surbiton Hill road
Surbiton
Surrey
KT6 4TS

Bankers

Lloyds TSB
Law Courts (300004) Branch
222 Strand
London
WC2R 1BB

Independent Examiner

Reza Samii Chartered Accountant
5 Calico Row
Plantation Wharf
London
SW11 3YH

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT**

FOR THE YEAR ENDING 31 DECEMBER 2023

The trustees present their report with the independently examined accounts of the Comasonic Benevolent Fund for the year ended 31 December 2023. The accounts have been prepared in accordance with the accounting policies set out on page 14.

1. Constitution and Objectives

The CMBF is a registered charity number 205813. The governing document is a Trust Deed dated 30 October 1933, with a supplemental deed dated 14 December 2004 relating exclusively to property known as Hexagon House, 37/39 Surbiton Hill Road, Surbiton, Surrey, KT6 4TS, (transferred to the CMBF on 30 October 2004). This supplemental deed specifies the terms under which the property known as Hexagon House will be held, and relates specifically to its use by the British Federation of the International Order of Freemasonry for Men and Women Le Droit Humain (formerly known as International Co-Freemasonry Le Droit Humain) (the "British Federation").

The Charity's objects and purposes are:

- The relief of poverty and distress among members of the British Federation and others, and to assist deprived children and young people, up to age of 24 years to achieve their full potential.
- Such other charitable purposes as may be from time to time prescribed in that behalf by the said constitutions laws regulations and rules.

Within these objects and purposes, Trustees' priorities are:-

- The welfare of members of the British Federation who are in need.
- Help for the less fortunate or suffering members of humanity, particularly children.
- Support for deprived children and young people up to and including the age of 24 years to fulfil their potential.

2. Organisational Structure

Management of the Fund falls under three principal headings:

- Board of trustees (policy issues, strategic management of the Fund and donations to external bodies and charities).
- Board of benevolence (management of welfare issues and charitable payments or gifts to members of the British Federation, in line with policy).
- Property management (all matters connected with the maintenance of Hexagon House).

A copy of the organisational structure and associated responsibilities is at Appendix 1 on page 21.

3. Financial Review

All persons involved in the management and administration of the Fund, and in pursuing its objects, are volunteers, with the exception of a part-time book-keeper. CMBF also calls on external service providers for Chartered Accountant services, part-time admin person, building maintenance / gardening and cleaning services. Consequently, employment costs continued during the year, although these have been kept to a minimum.

The CMBF owns and occupies the property and land known as Hexagon House in Surbiton, for which there is the usual expenditure on utilities, decoration and maintenance. These costs continue to be met from income received through the letting of office space, the top flat of the house and car parking.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2023

3. Financial Review - (Continued...)

Ownership of Hexagon House, which was built in 1899, involves important maintenance costs and associated administration.

The Fund's limited financial assets are invested in low-risk deposit accounts and investment bonds, re-invested on maturity.

The Trustees regularly monitored income and expenditure to ensure compliance with budgetary aims.

4. Governance issues and Policy Review

Risk Management

The main risks to the Fund have not changed and are:

- Closure of the British Federation, formerly known as International Co - Freemasonry.
- Loss and reduction in income through non-lettings from Cranhurst Lodge, the car park and the top flat - properties forming part of Hexagon House.
- Serious damage to the property or environmental conditions preventing lodge meetings from being held.
- Reduction in the number of lodges hiring Hexagon House.
- Change in rating category resulting in higher business rates.
- Shortage of volunteers to help with administration and management of the fund.

Reserve Policy

The Fund's reserve policy is to:

- start each year with one year's estimated expenditure in the bank excluding potential income and invested funds.
- retain a reserve of £30,000 to cover annual maintenance, repairs and decorations to Hexagon House and the land in Surbiton Hill Road, including Cranhurst Lodge and an additional £10,000 for annual grants plus £11,000 for routine running costs.

Appointment of Trustees

The Board of Trustees consists of at least three and at least six more individuals, but not limited to this as a maximum, to take on the roles needed and all of whom must be members of the British Federation. It comprises:-

- The Chair
- The Treasurer
- At least seven other elected members.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2023

4. Governance issues and Policy Review - (Continued...)

The British Co-Masonic Trust Ltd (a company limited by guarantee) has a representative on the board of Trustees of CMBF. Mr. Colin Bleach is that representative.

Each Trustee has a portfolio of responsibilities (see Appendix 1).

Conflict of Interest Policy

Any conflict of interest must be declared at the commencement of each meeting.

Health and Safety Policy

A policy is in place.

Fraud Prevention Policy

A policy is in place.

GDPR Policy

A policy has been put in place to comply with the revised legislation related to the collection, handling and storage, correction and retention of personal information held by the Comasonic Benevolent Fund. Limited personal details are retained and include mainly those of for the CMBF's trustees, volunteers, beneficiaries, the independent examiner and contractors, as applicable. Such information is retained within the retention periods required by law and solely for the purposes of the charity, for inclusion in reports to the Charity Commission and for any other legislative requirement. Enquiries regarding access to personal data are made to the Secretary who provides a subject access request form if necessary.

Safeguarding Policy

The CMBF does not interact directly with children and vulnerable adults, but donates to charitable organisations that do. One of the principal beneficiaries is SPES Togo, a charity in Togo that provides a home for abandoned children and which clearly requires a safeguarding policy of its own, due to the number of vulnerable children in its care. Trustees of the CMBF studied their policy carefully and have received a report of its implementation. The implementation report included multiple levels of monitoring, the ability to report locally as well as anonymously. The CMBF, on the basis of these safeguards reported, has agreed to continue payments to SPES Togo.

Similar scrutiny is applied to other charities / organisations which have direct access to children and vulnerable adults and which seek donations.

5. Public benefit

The purpose of CMBF, as stated on page 4, is to relieve poverty and distress amongst members of the British Federation of the Order and others, as well as such other charitable purposes as determined by the Trustees from time to time based on certain criteria and guidelines using certain principles or directions set out from time to time by the Trustees in line with the current objects of the charity.

The definition of "others" was amended in 2019 to include persons related to the members of the Order (immediate family) or immediate dependents (by non-marriage).

Assistance to the public is focused on deprived young people up to and including the age of 24 years in order to help them achieve their full potential and the elderly, who have limited capabilities.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2023

5. Public benefit - (Continued...)

All lodges contribute 25% of their charitable collections to the CMBF, but these and other donations remain at a very low levels and have minimal impact on the Fund's income.

The purpose of the Fund is achieved through:

- the making of financial gifts to members of the British Federation who are poor or distressed and through the provision of welfare support services such as home visits.
- making donations to other organisations and (non-masonic) charities whose aims and objects also relate to helping those who are in poverty or distress, particularly amongst children.

When setting annual objectives, the Trustees ensured they include actions that realistically will help achieve the overall purpose.

There are six important principles/directions taken by the Trustees each year. These remain the same every year:

- ❖ **the Charity does not raise money from the public.** All income derives from donations by members of the British Federation, donations from lodges and chapters of the British Federation, legacies from deceased members and rent from properties. A large proportion of this rental income is gifted to third party charities.
- ❖ **the Charity does not charge any fees for any of its services.**
- ❖ **there are no membership fees, contributions or subscriptions payable.**
- ❖ **all members of the British Federation qualify for financial assistance**, provided they meet the aid criteria including (without limitation) the criteria required to benefit from state welfare support.
- ❖ **Management and administration of the Charity, is effected by volunteers (in as much as possible). The CMBF's policy is that volunteers provide their services or assistance free of charge.** Administrative costs therefore are kept to an absolute minimum.
- ❖ **Donations to external bodies or charities are made only to those whose aims are similar to ours**, in respect of the relief of poverty and distress.

Identifiable benefit or benefits

The benefits arise from the provision of financial aid to members of the British Federation and to other organisations and charities, and the provision of welfare support, interest in and contact with sick or elderly members. These benefits are directly related to the CMBF's purposes. The trustees of the CMBF ensure that they set annual objectives most likely to achieve them. These objectives are monitored and reviewed throughout the year. It is the view of trustees that no harm or detriment arises from these benefits.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2023

5. Public benefit - (Continued...)

Benefit to the public, or section of the public

In making grants to members, the Trustees of the CMBF have set criteria that must be met before financial assistance is given. These criteria are used to measure the extent of poverty or distress. They are quite strict which, coupled with the fact that only a tiny proportion of our members live at or below the poverty line, means that very few need or qualify for aid. However, a greater number who are sick or elderly do require welfare support, but this is usually of a temporary nature and costs little. For the purpose of alleviating temporary circumstances, loans to cover extraneous circumstances are provided, with a repayment period. Generally no interest is applied.

In making donations to other bodies or charities, the Trustees assess the degree to which their aims are similar to ours in respect of the relief of poverty and distress. Donations are made only to those that clearly demonstrate that relief.

Benefits are spread across a very small number of members of the International Order of Freemasonry for Men and Women (the "Order"), for whom the CMBF originally was set up in 1933. The number of members to receive financial support in 2023 was 0 (zero).

Membership of the Order is open to all sections of the public who are 18 years old or more and who are of good character. Members pay a small subscription to the British Federation of the Order, but not to the CMBF, which is open to all members without cost.

Criteria for selecting third party organisations, including non-masonic charities with aims similar to ours:

- Financial support towards a bursary for a gifted pupil in the Reigate area.
- Abandoned children in Togo, through sponsorship and support for two orphanages, in Lomé and Kpalime. The CMBF sponsors four children.
- Other than for the abandoned children in Togo, there are no geographical restrictions for beneficiaries. No fees are charged and the financial benefits are restricted to those who are in poverty or distress.

6. Year under Review

The business plan for 2023 was implemented. A synthesis of this is at Appendix 2 on page 22, with a summary of the results, showing the extent to which our annual objectives were achieved.

Income from fund raising activities remained £NIL for the fifth year running as no such activities were arranged.

The top flat of Hexagon House remained let for the period.

Extensive repairs to Hexagon House were enacted.

As in previous years, without the income derived from the property, the Fund could not meet its commitments and would be regarded as a very small charity.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2023

6. Year under Review - (Continued...)

There were no grants to members of the British Federation as none were brought to notice as being in need of help.

£12,600 was given to UK charities in total. The sponsorship to SPES (for TOGO) for 2023 was £NIL.

In line with our desire to support deprived young children and help them to fulfil their potential, £1,600 was again donated to Reigate Grammar School towards the sponsorship of a boy's education.

Welfare calls were made to members, who are house-bound or resident in care homes and no longer able to travel. This is an important aspect of welfare for the sick and elderly who might not need financial assistance but who do need someone to show an interest in their well-being. The CMBF paid for the cost of these calls.

The receipt of donations and the allocation of assistance to the British Federation members is dealt with by the British Federation's Almoner, who chairs a Board of Benevolence comprising five members, not including herself/himself, drawn from members of the British Federation. This Board of Benevolence is responsible for all welfare issues at the British Federation level, whereas individual lodge almoners have responsibility at the local level.

Donations to external bodies and charities are decided separately by the Board of Trustees of the CMBF.

The CMBF is a member of the UK Debt Management Office's Approved Group, which enables it to buy and sell British Government Stocks

7. Statement of Trustees' Responsibilities:

The Charities Act 2011 requires the Board of Trustees of the CMBF to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the CMBF and the income and expenditure of the CMBF for the relevant financial year.

In preparing those Financial Statements, the Trustees are required to :

- * select suitable accounting policies and then apply them consistently;
- * make judgments and estimates that are reasonable and prudent;
- * prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Fund will continue.

The Trustees are responsible for keeping proper Accounting Records which disclose with reasonable accuracy at any time the Financial Position of the Fund and to enable them to ensure that the Financial Statements comply with Charities Act 2011. They are also responsible for safeguarding the assets of the Fund and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 23rd September 2024 and signed on their behalf by:

**Christine Hilcenko - Chair
8th October 2024**

**THE CO-MASONIC BENEVOLENT FUND
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

FOR THE YEAR ENDING 31 DECEMBER 2023

I report to the trustees on my examination of the accounts of the above charity for the year ended 31st December 2023.

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. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Reza Samii
Chartered Accountant and Registered Auditor
5 Calico Row
Plantation Wharf
Battersea
London, SW11 3YH

Date: 9th October 2024

**THE CO-MASONIC BENEVOLENT FUND
STATEMENT OF FINANCIAL ACTIVITIES**

FOR THE YEAR ENDING 31 DECEMBER 2023

	<u>ALMONERS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>TOTAL</u>	
	<u>Unrestricted Funds</u>		<u>Unrestricted Funds</u>		<u>Restricted Funds (SPES FUND)</u>			
	<u>Note 2</u>		<u>Note 3</u>		<u>Note 4</u>			
	2023 £	2022 £	2023 £	2022 £	2023 £	2022 £	2023 £	2022 £
Income and endowments from:								
Donations & legacies	478	313	0	0	0	55	478	368
Charitable Activities	0	0	0	0	0	0	0	0
Other trading activities	0	0	56,761	38,870	0	0	56,761	38,870
Investments	302	671	539	534	0	0	841	1,205
Total	781	984	57,300	39,404	0	55	58,081	40,444
Expenditure on:								
Charitable activities - direct	(970)	(420)	(12,600)	(32,100)	0	0	(13,570)	(32,520)
Charitable activities - - establishment costs	0	0	(40,322)	(46,344)	0	0	(40,322)	(46,344)
Other expenditure	(113)	(293)	0	0	0	0	(113)	(293)
Total	(1,083)	(713)	(52,922)	(78,444)	0	0	(54,004)	(79,157)
Net Income / (Expenditure) before transfers - C/f to next page	(302)	271	4,378	(39,039)	0	55	4,076	(38,713)

Notes 1 to 9 form part of these accounts

**THE CO-MASONIC BENEVOLENT FUND
STATEMENT OF FINANCIAL ACTIVITIES**

FOR THE YEAR ENDING 31 DECEMBER 2023

	<u>ALMONERS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>TOTAL</u>	
	<u>Unrestricted Funds</u>		<u>Unrestricted Funds</u>		<u>Restricted Funds (SPES FUND)</u>			
	<u>Note 2</u>		<u>Note 3</u>		<u>Note 4</u>			
	2023 £	2022 £	2023 £	2022 £	2023 £	2022 £	2023 £	2022 £
Balances B/F from previous page	(302)	271	4,378	(39,039)	0	55	4,076	(38,713)
Transfers between funds	0	0	55	0	(55)	0	0	0
Notes 2 & 3	(302)	271	4,433	(39,039)	(55)	55	4,076	(38,713)
Other Recognised gains/(losses)								
Unrealised Gains on revaluation	0	0	250,000	0	0	0	250,000	0
Net movements in funds	(302)	271	254,433	(39,039)	(55)	55	254,076	(38,713)
Brought Forward :								
Income Funds	54,612	54,341	1,681,843	1,720,885	2,087	2,032	1,738,542	1,777,258
Reserves on Transfer of Assets	0	0	1,003,403	1,003,403	0	0	1,003,403	1,003,403
Rounding adjustment	0	0	0	(4)	0	0	0	(4)
Total funds carried forward	54,311	54,612	2,939,679	2,685,246	2,032	2,087	2,996,021	2,741,946

Notes 1 to 9 form part of these accounts

**THE CO-MASONIC BENEVOLENT FUND
BALANCE SHEET**

AS AT 31 DECEMBER 2023

	<u>Notes</u>	31-Dec-23		31-Dec-22	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	5.		2,750,516		2,500,689
Investments	6.		85,278		85,278
			2,835,794		2,585,966
CURRENT ASSETS					
Debtors	7.		10,415		6,053
Cash at bank and in hand :					
- Almoners Funds :					
Lloyds TSB - Business			5,323		5,625
- Buildings Funds :					
Lloyds TSB - Treasurers		28,844		128,056	
Lloyds TSB - Instant access		118,111		27,572	
SPES Account - restricted		2,032		2,087	
Cash in hand		0		0	
			148,986		157,716
CREDITORS : Amounts falling due within one year	8.		(4,498)		(13,415)
NET CURRENT ASSETS / (LIABILITIES)			160,227		155,979
TOTAL NET ASSETS / (LIABILITIES)			2,996,021		2,741,946
THE FUNDS OF THE CHARITY:					
Unrestricted income funds					
- Building Funds - unrestricted	9.		1,936,278		1,681,845
- Building Funds - restricted (SPES)	4.		2,032		2,087
- Almoners Funds - unrestricted	8.		54,308		54,610
- Reserve on transfer of assets - Building Funds	9.		1,003,403		1,003,403
			2,996,021		2,741,946

The financial statements were approved by the Trustees on 23rd September 2024 and signed on their behalf by:

Ms. Christine Hilcenko..... Chair

Mr. Brian Roberts.....Trustee

Notes 1 to 9 form part of these accounts

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2023

1. ACCOUNTING POLICIES:

a) ACCOUNTING BASIS AND STANDARDS:

The financial statements have been prepared under the historical cost convention as modified to include the revaluation of the freehold property and in accordance with Accounting Standards in the UK, the Financial Reporting Standard FRS 102, the Charities SORP FRS 102 and the Charities Act 2011.

The charity meets the definition of a public benefit entity under FRS 102.

b) INCOMING RESOURCES:

Recognition of incoming resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

c) EXPENDITURE AND LIABILITIES:

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

d) TANGIBLE FIXED ASSETS AND DEPRECIATION:

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures & fittings	- 25% reducing balance
Office Equipment	- 25% reducing balance

e) PROPERTY REVALUATION:

The freehold property is revalued by the Trustees after obtaining professional assistance.

f) RESERVES POLICY:

The charity starts each year with one year's estimated expenditure in the bank excluding potential income and invested funds and in addition;-

The charity retains a reserve of £30,000 to cover annual maintenance, repairs and decorations to Hexagon House and the land in Surbiton Hill Road, including Cranhurst Lodge and an additional £10,000 for annual grants plus £11,000 for routine running costs.

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2023

2. ALMONERS FUNDS - Unrestricted

	2023		2022	
	£	£	£	£
INCOME:				
25% Dues from Lodges	248		123	
Donations from Lodges	230		190	
		<u>478</u>		<u>313</u>
Charitable activities - fund raising		0		0
Interest on Investments & savings accounts		302		671
		<u>781</u>		<u>984</u>
EXPENDITURE: Unrestricted				
Direct Charitable Expenditure				
Grants to Brethren & Gifts	970		420	
		<u>(970)</u>		<u>(420)</u>
OTHER EXPENDITURE:				
Printing, postage & stationery	36		118	
Travelling expenses	36		0	
Sundries	40		175	
		<u>(113)</u>		<u>(293)</u>
TOTAL RESOURCES EXPENDED		<u>(1,083)</u>		<u>(713)</u>
Net incoming / (outgoing) resources before transfers		<u>(302)</u>		<u>271</u>
Transfer between funds - from Building Funds		<u>0</u>		<u>0</u>
Net Incoming / (outgoing) resources		<u><u>(302)</u></u>		<u><u>271</u></u>

THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDING 31 DECEMBER 2023

3. BUILDINGS FUNDS - Unrestricted	2023		2022	
	£	£	£	£
INCOME:				
Rent from lodges and chapters	11,244		2,410	
Outside Obediences	4,320		3,360	
	<u>15,564</u>		<u>5,770</u>	
Rent : Cranhurst Lodge	13,129		8,651	
: Top floor flat	16,380		15,780	
Car Park	<u>11,520</u>		<u>8,640</u>	
		56,593		38,840
Other donations		<u>168</u>		<u>30</u>
		56,761		38,870
Interest on Investments & savings accounts		<u>539</u>		<u>534</u>
TOTAL INCOME		<u>57,300</u>		<u>39,404</u>
EXPENDITURE: Unrestricted				
Direct Charitable Expenditure & Donations		<u>(12,600)</u>		<u>(32,100)</u>
EXPENDITURES:				
Establishment Expenses :				
General Rates incl. water rates	<u>1,800</u>		<u>3,619</u>	
		1,800		3,619
Light & Heat	12,600		7,346	
- less contributions (Cranhurst)	(79)		(103)	
- less contributions (1st Floor)	<u>(2,493)</u>		<u>(1,406)</u>	
		10,029		5,838
Gardening expenses	1,860		2,240	
- less contributions	<u>(490)</u>		<u>(345)</u>	
		1,370		1,895
Cleaning & refuse collection expenses -includes wages & tax	6,214		4,990	
- less contributions	<u>(876)</u>		<u>(212)</u>	
		5,338		4,778
Insurance costs	2,190		3,249	
- less contributions	<u>0</u>		<u>0</u>	
		2,190		3,249
Repairs, renewals & maintenance				
- repairs & renewals	<u>8,111</u>		<u>20,294</u>	
		8,111		20,294
		<u>(28,838)</u>		<u>(39,673)</u>
Carried forward to page 17		<u>(41,438)</u>		<u>(71,773)</u>

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2023

	2023		2022	
	£	£	£	£
3. BUILDINGS FUNDS - Unrestricted (continued...)				
Brought forward from page 16		(41,438)		(71,773)
Administration Expenses :				
Printing, postage & stationary	0		38	
Accountancy fees	4,140		3,119	
Book keeping costs	2,240		1,910	
Legal and professional	1,980		210	
IT, software & web design	54		625	
Administrator fees	2,397		0	
Staff welfare	156		273	
Bank charges	0		15	
Sundries	345		252	
Depreciation on fixtures & fittings	125		167	
Depreciation on office equipment	47		63	
		(11,484)		(6,670)
TOTAL RESOURCES EXPENDED		<u>(52,922)</u>		<u>(78,444)</u>
Net incoming / (outgoing) resources before transfers		4,378		(39,039)
Transfer between funds		<u>55</u>		<u>0</u>
Net Incoming resources / (outgoings)		<u><u>4,433</u></u>		<u><u>(39,039)</u></u>
4. RESTRICTED FUNDS - SPES FUND		2023		2022
		<u>Building</u>		<u>Building</u>
		<u>Funds</u>		<u>Funds</u>
		<u>Income</u>		<u>Income</u>
		<u>(Restricted)</u>		<u>(Restricted)</u>
		£		£
Balance as at 1.1.2023		2,087		2,032
Income for the year - Donations from lodges		0		55
Expenditure		0		0
Transfer between funds		(55)		0
Balance as at 31.12.2023		<u><u>2,032</u></u>		<u><u>2,087</u></u>
<i>- represented by the bank balance</i>				

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2023

5. TANGIBLE FIXED ASSETS (Building Funds) - Unrestricted Funds	Freehold Property (Investment Property) £	Fixtures, Fittings £	Office Equipment £	Total £
<u>Cost or Valuation</u>				
At 1st January 2023	2,500,000	37,625	3,959	2,541,584
Additions during year	0	0	0	0
Revaluation during the year	250,000	0	0	250,000
At 31 December 2023	2,750,000	37,625	3,959	2,791,584
<u>Depreciation</u>				
At 1st January 2023	0	37,125	3,771	40,896
Charge for the year	0	125	47	172
At 31 December 2023	0	37,250	3,818	41,068
<u>Net Book values</u>				
At 31.12.2023	2,750,000	375	141	2,750,516
<i>At 31.12.2022</i>	<i>2,500,000</i>	<i>500</i>	<i>188</i>	<i>2,500,689</i>

Freehold Property:

The trustees, after obtaining professional assistance, are of the opinion that the above revalued amount of the investment property fairly represent its market value as at 31st December 2023.

On a historical cost basis, freehold land and buildings would have been included as follows:-

	2023 £	2022 £
Cost	975,000	975,000

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2023

6. INVESTMENTS	2023 £ <u>Almoners</u> <u>Funds</u> (unrestricted)	2023 £ <u>Building</u> <u>Funds</u> (unrestricted)	2022 £ <u>Almoners</u> <u>Funds</u> (unrestricted)	2022 £ <u>Building</u> <u>Funds</u> (unrestricted)
Bank of Ireland: 1 year fixed term bond: b/f	39,096	36,181	38,518	35,647
National Savings Income Bonds: b/f	10,000	0	10,000	0
	49,096	36,181	48,518	35,647
Interest earned during year	0	0	578	534
	49,096	36,181	49,096	36,181

Represented by:	2023 £	2023 £	2023 £ TOTAL	2022 £ TOTAL
Bank of Ireland 0.45 % Bond - <i>Maturity date: 28.10.2024</i>	39,096	36,181	75,278	75,278
National Savings Income Bonds	10,000	0	10,000	10,000
As above	49,096	36,181	85,278	85,278

7. DEBTORS	2023 £ <u>Almoners</u> <u>Funds</u> (unrestricted)	2023 £ <u>Building</u> <u>Funds</u> (unrestricted)	2022 £ <u>Almoners</u> <u>Funds</u> (unrestricted)	2022 £ <u>Building</u> <u>Funds</u> (unrestricted)
Trade debtors - rent & fees receivable	0	9,889	0	2,281
Prepayments and accrued income - - insurance, business rates & cleaning	0	526	0	3,772
	0	10,415	0	6,053

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2023

8. CREDITORS-amounts falling due within one year:-	2023 £ <u>Almoners Funds</u> (Restricted / unrestricted)	2023 £ <u>Building Funds</u> (unrestricted)	2022 £ <u>Almoners Funds</u> (Restricted / unrestricted)	2022 £ <u>Building Funds</u> (unrestricted)
Trade creditors	0	1,498	0	5,521
Other Creditors- related undertaking	0	0	0	4,524
Accruals	0	3,000	0	3,370
	0	4,498	0	13,415

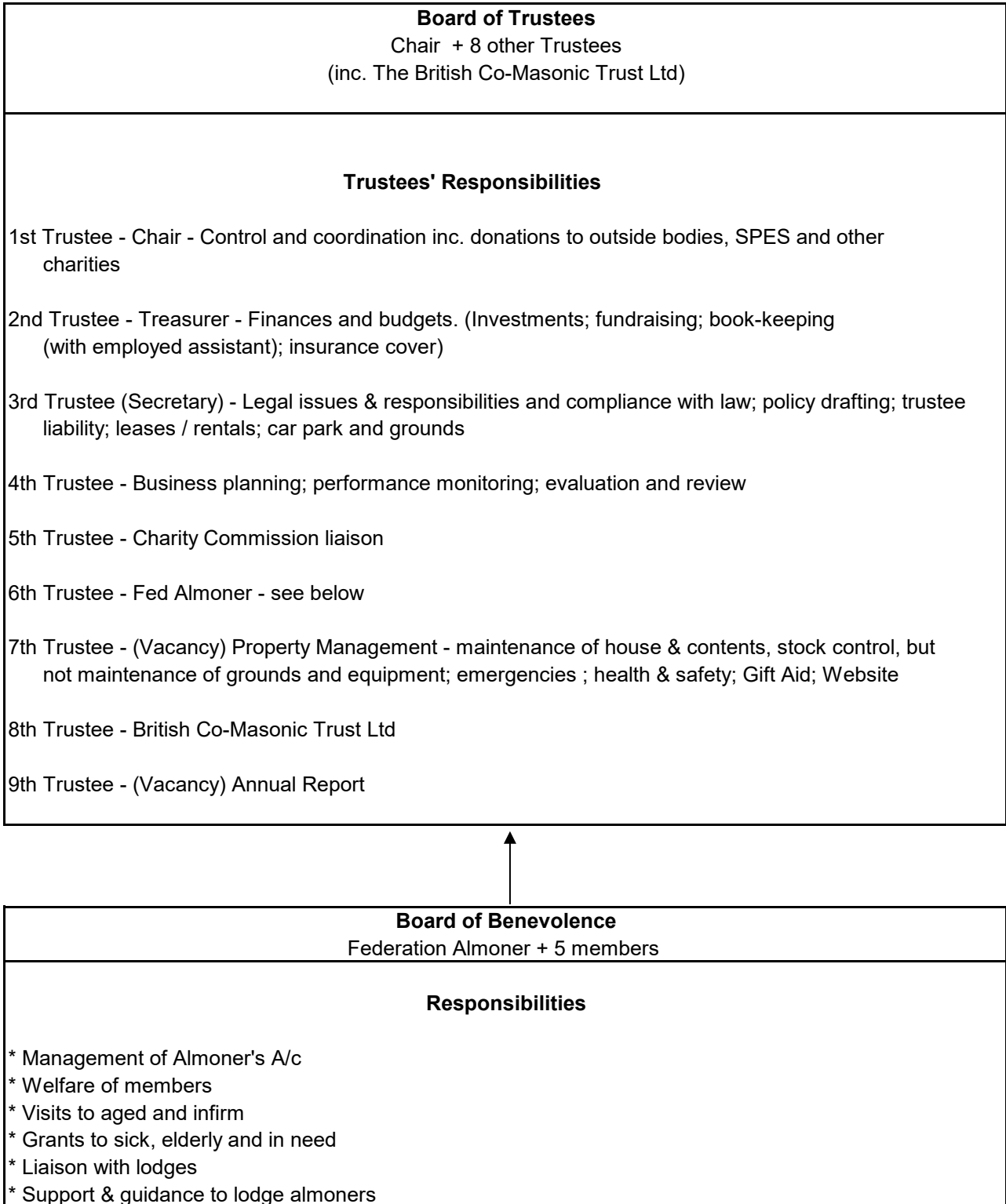
9. UNRESTRICTED FUNDS	<u>Building Funds Income</u> (unrestricted)	<u>Building Funds Reval'tion</u> (unrestricted)	<u>Almoners Funds Income</u> (unrestricted)	<u>Reserves on transfer of assets</u> (unrestricted)	<u>Total</u>
	£	£	£	£	£
Balance as at 1.1.2023	156,845	1,525,000	54,610	1,003,403	2,739,858
Surplus / (deficit) for year					
- Buildings Funds	4,433	250,000	0	0	254,433
- Almoners Funds	0	0	(302)	0	(302)
Balance as at 31.12.2023	161,278	1,775,000	54,308	1,003,403	2,993,989

RESTRICTED FUNDS - SPES FUND	2023 <u>Building Funds Income</u> (Restricted) £
Balance as at 1.1.2023	2,087
Transfer between funds	(55)
Balance as at 31.12.2023	2,032
- represented by the bank balance	

**THE CO-MASONIC BENEVOLENT FUND
ORGANISATIONAL STRUCTURE**

FOR THE YEAR ENDING 31 DECEMBER 2023

APPENDIX 1



**THE CO-MASONIC BENEVOLENT FUND
BUSINESS PLAN FOR 2023**

FOR THE YEAR ENDING 31 DECEMBER 2023

APPENDIX 2

Purpose

- The relief of poverty and distress among members of the International Order of Freemasonry for Men and Women, Le Droit Humain, British Federation and others and to assist deprived children and young people, up to and including the age of 24years – to achieve their full potential – and such other charitable purposes as may from time to time be prescribed in that behalf by the said constitutions regulations and laws

Aims

- To be a leading Masonic charity in Great Britain

Priorities	Objectives	Steps to Achieve	Action by	Time Scale	Any issue identified on review
Welfare of members of the British Federation who are in need	1. Provide financial assistance to all members who are known to need it	<input type="checkbox"/> Supplement the income to a maximum of £140 for single Brethren and £150 per couple per month with the capacity to go above these figures if not in receipt of state aid. This is for all members in-capable of self care due to age or infirmity, according to agreed criteria. <input type="checkbox"/> Donate up to 15% of annual surplus to the Almoner's Fund (when required) <input type="checkbox"/> Provide emergency funds up to a maximum of £2,000 to members suffering genuine financial hardship as a one off - through no fault of their own, according to agreed criteria <input type="checkbox"/> A provision to grant an interest free loan facility to Brethren who are in financial need; a figure of up to £2,000 to be repaid within a timescale individually agreed; but within 12 months. To meet the usual conditions applied regarding eligibility.	All members of Committee unless otherwise stated.	On-going unless other timescale stated.	
	2. Provide pastoral care to all members who are known to need such care	<input type="checkbox"/> Provide occasional visits or gifts to elderly and/or infirm members not in need of regular assistance to benefit their general well - being or to meet a specific need. <input type="checkbox"/> Liaise and communicate with elderly and infirm members who are not able to attend lodges due to age or infirmity. <input type="checkbox"/> Regular communication by email, phone or post and including other forms of digital media	All members of Committee unless otherwise stated.	All ongoing unless otherwise stated	
Help for the less fortunate or suffering members of humanity, particularly children	1. Support national charities, other bodies, organisations and individuals whose aims are to relieve poverty and distress, in areas local to lodges in the British Federation. 2. Support worthy causes anywhere in the world.	1. <input type="checkbox"/> Identify suitable national and local charities, bodies, organisations and individuals. <input type="checkbox"/> To make a donation of up to 25% of the annual surplus in 2023 (as a guideline) and of 2022 in addition. 2. <input type="checkbox"/> Identify worthy causes anywhere in the world and allocate appropriate funds. <input type="checkbox"/> Sponsor four SPES children in Lomé, Togo, until self-sufficient. <input type="checkbox"/> Monitor world catastrophes and donate funds accordingly.	All members of Committee unless otherwise stated	All ongoing unless otherwise stated	
Give support to children and young people up to and including the age of 24 years to fulfil their full potential.	1. Support Local, National and International Charities, other bodies, organisations, individuals and other causes, whose aims are related to the achievement of potential.	3. <input type="checkbox"/> Identify suitable Local, National and International Charities, other bodies, organisations, individuals or causes <input type="checkbox"/> Make donations up to 25% (as a guideline) of the annual surplus in 2023 and of 2022 in addition.	All members of Committee unless otherwise stated	All ongoing unless otherwise stated	
OUR VALUES		1. Compassion, care and empathy 2. Belief in the dignity of all 3. Transparency 4. Speed and efficiency in dealing with identified needs	All members of Committee unless otherwise stated	All ongoing unless otherwise stated	

THE CO-MASONIC BENEVOLENT FUND

England & Wales - Charity number 205813

Accounts

Comasonic Benevolent Fund

Registered charity No: 205813



**ACCOUNTS
FOR THE YEAR ENDED
31 DECEMBER 2022**

Comasonic Benevolent Fund

Hexagon House, 37-39 Surbiton Hill Road, Surbiton, Surrey, KT6 4TS

www.freemasonryformenandwomen.co.uk E: benevfund@freemasonryformenandwomen.co.uk

T: +44 (0)20 8339 9000

**THE CO-MASONIC BENEVOLENT FUND
FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2022

CONTENTS	PAGE
Report of the Chairperson	2
Legal & administrative information	3
Report of the Trustees	4
Independent examiners' report to the trustees	10
Statement of financial activities (SOFA)	11 & 12
Balance sheet	13
Notes to the financial statements	14 to 20
Appendix 1 - Organisational Structure	21
Appendix 2 - Objectives, actions and targets for 2022	22

**THE CO-MASONIC BENEVOLENT FUND
REPORT OF THE CHAIRMAN**

FOR THE YEAR ENDING 31 DECEMBER 2022

As chair person and on behalf of the board of trustees ("Trustees" or "Board") of the Comasonic Benevolent Fund ("CMBF"), I am pleased to present the annual report for the Comasonic Benevolent Fund ("CMBF") for the year ending 31st December 2022.

I would like to express my gratitude to the Trustees, volunteers and support staff of the CMBF for their continued support this year.

The Trustees are volunteers. They provide their time, commitment and energy as the vital glue allowing all the other critical parts of CMBF to operate. For this I offer my heartfelt thanks.

The CMBF continues to donate to worthwhile charities and causes, both nationally and internationally. The CMBF helps in its small way towards improving the lives of our beneficiaries.

Looking to the future, we have as other small charities challenges ahead but I feel confident that we will continue to assist those in need throughout 2023.

Christine Hilcenko – Chair

26th September 2023

**THE CO-MASONIC BENEVOLENT FUND
LEGAL AND ADMINISTRATIVE INFORMATION**

FOR THE YEAR ENDING 31 DECEMBER 2022

Trustees

Christine Hilcenko

Chair

Brian Roberts

Secretary

Rene Pfertzel

Treasurer

Anne Hoblyn

Nicole Vitzthum

Denys Julian Rees

The British Co-Masonic Trust Ltd

(nominated representative - Colin Bleach)

Trustees resigned during & since year ended 31.12.2022

Fiaz Mir - Resigned: 1st June 2023

Trustees appointed during year

None

Charity Address

Hexagon House
37 / 39 Surbiton Hill road
Surbiton
Surrey
KT6 4TS

Bankers

Lloyds TSB
Law Courts (300004) Branch
222 Strand
London
WC2R 1BB

Independent Examiner

Reza Samii Chartered Accountant
5 Calico Row
Plantation Wharf
London
SW11 3YH

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT**

FOR THE YEAR ENDING 31 DECEMBER 2022

The trustees present their report with the independently examined accounts of the Comasonic Benevolent Fund for the year ended 31 December 2022. The accounts have been prepared in accordance with the accounting policies set out on page 14.

1. Constitution and Objectives

The CMBF is a registered charity number 205813. The governing document is a Trust Deed dated 30 October 1933, with a supplemental deed dated 14 December 2004 relating exclusively to property known as Hexagon House, 37/39 Surbiton Hill Road, Surbiton, Surrey, KT6 4TS, (transferred to the CMBF on 30 October 2004). This supplemental deed specifies the terms under which the property known as Hexagon House will be held, and relates specifically to its use by the British Federation of the International Order of Freemasonry for Men and Women Le Droit Humain (formerly known as International Co-Freemasonry Le Droit Humain) (the "British Federation").

The Charity's objects and purposes are:

- The relief of poverty and distress among members of the British Federation and others, and to assist deprived children and young people, up to age of 24 years to achieve their full potential.
- Such other charitable purposes as may be from time to time prescribed in that behalf by the said constitutions laws regulations and rules.

Within these objects and purposes, Trustees' priorities are:-

- The welfare of members of the British Federation who are in need.
- Help for the less fortunate or suffering members of humanity, particularly children.
- Support for deprived children and young people up to and including the age of 24 years to fulfil their potential.

2. Organisational Structure

Management of the Fund falls under three principal headings:

- Board of trustees (policy issues, strategic management of the Fund and donations to external bodies and charities).
- Board of benevolence (management of welfare issues and charitable payments or gifts to members of the British Federation, in line with policy).
- Property management (all matters connected with the maintenance of Hexagon House).

A copy of the organisational structure and associated responsibilities is at Appendix 1 on page 21.

3. Financial Review

All persons involved in the management and administration of the Fund, and in pursuing its objects, are volunteers, with the exception of a part-time book-keeper. CMBF also calls on external service providers for accountancy services, part-time admin person, building maintenance / gardening and cleaning services.

The CMBF owns and occupies the property and land known as Hexagon House in Surbiton, for which there is the usual expenditure on utilities, decoration and maintenance. These costs continue to be met from income received through the letting of office space, the top flat of the house and car parking.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2022

3. Financial Review - (Continued...)

Ownership of Hexagon House, which was built in 1899, involves high maintenance costs and associated administration. Some of this is offset by rental income from the Lodges meetings but the CMBF had a severe negative Covid-19 impact adversely affecting its income streams. With much reduced rentals during most of 2021 and 2022, the CMBF's charitable capability has been affected by this reduction of income and donations from lodges.

The property, Hexagon House, is old and continued investment will be required in the coming years in order to maintain its fabric. Trustees have used the absence of Lodge meetings to make repairs where possible.

The Fund's limited financial assets are invested in low-risk deposit accounts and investment bonds, re-invested on maturity.

Trustees regularly monitor income and expenditure to ensure compliance with budgetary aims.

4. Governance issues and Policy Review

Risk Management

The main risks to the Fund have not changed and are:

- Closure of the British Federation, formerly known as International Order of Freemasonry.
- Loss and reduction in income through non-lettings from Cranhurst Lodge, the car park and the top flat - properties forming part of Hexagon House.
- Serious damage to the property or environmental conditions preventing lodge meetings from being held.
- Reduction in the number of lodges hiring Hexagon House.
- Change in rating category resulting in higher business rates.
- Shortage of volunteers to help with administration and management of the fund.

Reserve Policy

The Fund's reserve policy is to:

- start each year with one year's estimated expenditure in the bank excluding potential income and invested funds.
- retain a reserve of £30,000 to cover annual maintenance, repairs and decorations to Hexagon House and the land in Surbiton Hill Road, including Cranhurst Lodge and an additional £10,000 for annual grants plus £11,000 for routine running costs.

Appointment of Trustees

The Board of Trustees consists of at least three and not more than nine individuals, but not limited to this as a maximum, to take on the roles needed and all of whom must be members of the British Federation. It comprises:-

- The Chair
- The Treasurer
- At least seven other elected members including the above.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2022

4. Governance issues and Policy Review - (Continued...)

The British Co-Masonic Trust Ltd (a company limited by guarantee) has a representative on the board of Trustees of CMBF. Mr. Colin Bleach is that representative.

Each Trustee has a portfolio of responsibilities (see Appendix 1).

Conflict of Interest Policy

Any conflict of interest must be declared at the commencement of each meeting.

Fraud Prevention Policy

A policy is in place.

GDPR Policy

A policy has been put in place to comply with the revised legislation related to the collection, handling and storage, correction and retention of personal information held by the Comasonic Benevolent Fund. Limited personal details are retained and include mainly those of for the CMBF's trustees, volunteers, beneficiaries, the independent examiner and contractors, as applicable. Such information is retained within the retention periods required by law and solely for the purposes of the charity, for inclusion in reports to the Charity Commission and for any other legislative requirement. Enquiries regarding access to personal data are made to the Secretary who provides a subject access request form if necessary.

Safeguarding Policy

The CMBF does not interact directly with children and vulnerable adults, but donates to charitable organisations that do. One of the principal beneficiaries is SPES Togo, a charity in Togo that provides a home for abandoned children and which clearly requires a safeguarding policy of its own, due to the number of vulnerable children in its care. Trustees of the CMBF studied their policy carefully and have received a report of its implementation. The implementation report included multiple levels of monitoring, the ability to report locally as well as anonymously. The CMBF, on the basis of these safeguards reported, has agreed to continue payments to SPES Togo.

Similar scrutiny is applied to other charities / organisations which have direct access to children and vulnerable adults and which seek donations.

5. Public benefit

The purpose of CMBF, as stated on page 4, is to relieve poverty and distress amongst members of the British Federation of the Order and others, as well as such other charitable purposes as determined by the Trustees from time to time based on certain criteria and guidelines using certain principles or directions set out from time to time by the Trustees in line with the current objects of the charity.

The definition of "others" was amended in 2019 to include persons related to the members of the Order (immediate family) or immediate dependents (by non-marriage).

Assistance to the public is focused on deprived young people up to and including the age of 24 years in order to help them achieve their full potential and the elderly, who have limited capabilities.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2022

5. Public benefit - (Continued...)

All lodges contribute 25% of their charitable collections to the CMBF, but these and other donations remain at a very low levels and have minimal impact on the Fund's income.

The purpose of the Fund is achieved through:

- the making of financial gifts to members of the British Federation who are poor or distressed and through the provision of welfare support services such as home visits.
- making donations to other organisations and (non-masonic) charities whose aims and objects also relate to helping those who are in poverty or distress, particularly amongst children.

When setting annual objectives, the Trustees ensured they include actions that realistically will help achieve the overall purpose.

There are six important principles/directions taken by the Trustees each year. These remain the same every year:

- ❖ **the Charity does not raise money from the public.** All income derives from donations by members of the British Federation, donations from lodges and chapters of the British Federation, legacies from deceased members and rent from properties. A large proportion of this rental income is gifted to third party charities.
- ❖ **the Charity does not charge any fees for any of its services.**
- ❖ **there are no membership fees, contributions or subscriptions payable.**
- ❖ **all members of the British Federation qualify for financial assistance**, provided they meet the aid criteria including (without limitation) the criteria required to benefit from state welfare support.
- ❖ **Management and administration of the Charity, is provided by volunteers (in as much as possible). The CMBF's policy is that volunteers provide their services or assistance free of charge.** Administrative costs therefore are kept to an absolute minimum.
- ❖ **Donations to external bodies or charities are made only to those whose aims are similar to ours** in respect of the relief of poverty and distress.

Identifiable benefit or benefits

The benefits arise from the provision of financial aid to members of the British Federation and to other organisations and charities, and the provision of welfare support, interest in and contact with sick or elderly members. These benefits are directly related to the CMBF's purposes. The trustees of the CMBF ensure that they set annual objectives most likely to achieve them. These objectives are monitored and reviewed throughout the year. It is the view of trustees that no harm or detriment arises from these benefits.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2022

5. Public benefit - (Continued...)

Benefit to the public, or section of the public

In making grants to members, the Trustees of the CMBF have set criteria that must be met before financial assistance is given. These criteria are used to measure the extent of poverty or distress. They are quite strict which, coupled with the fact that only a tiny proportion of our members live at or below the poverty line, means that very few need or qualify for aid. However, a greater number who are sick or elderly do require welfare support, but this is usually of a temporary nature and costs little. For the purpose of alleviating temporary circumstances, loans to cover extraneous circumstances are provided, with a repayment period. Generally no interest is applied.

In making donations to other bodies or charities, the Trustees assess the degree to which their aims are similar to ours in respect of the relief of poverty and distress. Donations are made only to those that clearly demonstrate that relief.

Benefits are spread across a very small number of members of the International Order of Freemasonry for Men and Women (the "Order"), for whom the CMBF originally was set up in 1933. The number of members to receive financial support in 2022 was 0 (zero).

Membership of the Order is open to all sections of the public who are 18 years old or more and who are of good character. Members pay a small subscription to the British Federation of the Order, but not to the CMBF, which is open to all members without cost.

Criteria for selecting third party organisations, including non-masonic charities with aims similar to ours:

- Financial support towards a bursary for a gifted pupil in the Reigate area.
- Abandoned children in Togo, through sponsorship and support for two orphanages, in Lomé and Kpalime. The CMBF sponsors four children.
- Other than for the abandoned children in Togo, there are no geographical restrictions for beneficiaries. No fees are charged and the financial benefits are restricted to those who are in poverty or distress.

6. Year under Review

The business plan for 2022 was implemented. A synthesis of this is at Appendix 2 on page 22, with a summary of the results, showing the extent to which our annual objectives were achieved.

2022 saw a significant increase in receipts from Lodge rentals, the 25% dues and donations from lodges. These had dropped to a total of £448 (due to the pandemic striking at the end of the 1st quarter in 2020).

Income from fund raising activities remained nil for the fourth year running as no such activities were arranged.

The top flat of Hexagon House remained let for the period.

Extensive repairs to Hexagon House were enacted.

As in previous years, without the income derived from the property, the Fund could not meet its commitments and would be regarded as a very small charity.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2022

6. Year under Review - (Continued...)

Grants and gifts to members of the British Federation amounted to £420 (2021: £NIL).

£31,600 was given to UK charities in total. The sponsorship to SPES (for TOGO) for 2022 was £NIL.

In line with our desire to support deprived young children and help them to fulfil their potential, £1,600 was again donated to Reigate Grammar School towards the sponsorship of a boy's education.

Welfare calls were made to members, who are house-bound or resident in care homes and no longer able to travel. This is an important aspect of welfare for the sick and elderly who might not need financial assistance but who do need someone to show an interest in their well-being. The CMBF paid for the cost of these calls.

The receipt of donations and the allocation of assistance to the British Federation members is dealt with by the British Federation's Almoner, who chairs a Board of Benevolence comprising five members, not including herself/himself, drawn from members of the British Federation. This Board of Benevolence is responsible for all welfare issues at the British Federation level, whereas individual lodge almoners have responsibility at the local level.

Donations to external bodies and charities are decided separately by the Board of Trustees of the CMBF.

The CMBF is a member of the UK Debt Management Office's Approved Group, which enables it to buy and sell British Government Stocks

7. Statement of Trustees' Responsibilities:

The Charities Act 2011 requires the Board of Trustees of the CMBF to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the CMBF and the income and expenditure of the CMBF for the relevant financial year.

In preparing those Financial Statements, the Trustees are required to :

- * select suitable accounting policies and then apply them consistently;
- * make judgments and estimates that are reasonable and prudent;
- * prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Fund will continue.

The Trustees are responsible for keeping proper Accounting Records which disclose with reasonable accuracy at any time the Financial Position of the Fund and to enable them to ensure that the Financial Statements comply with Charities Act 2011. They are also responsible for safeguarding the assets of the Fund and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 26th September 2023 and signed on their behalf by:

Christine Hilcenko - Chair

**THE CO-MASONIC BENEVOLENT FUND
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

FOR THE YEAR ENDING 31 DECEMBER 2022

I report to the trustees on my examination of the accounts of the above charity for the year ended 31st December 2022.

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. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Reza Samii
Chartered Accountant and Registered Auditor
5 Calico Row
Plantation Wharf
Battersea
London, SW11 3YH

Date: 7th November 2023

**THE CO-MASONIC BENEVOLENT FUND
STATEMENT OF FINANCIAL ACTIVITIES**

FOR THE YEAR ENDING 31 DECEMBER 2022

	<u>ALMONERS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>TOTAL</u>	
	<u>Unrestricted Funds</u>		<u>Unrestricted Funds</u>		<u>Restricted Funds (SPES FUND)</u>			
	<u>Note 2</u>		<u>Note 3</u>		<u>Note 4</u>			
	2022 £	2021 £	2022 £	2021 £	2022 £	2021 £	2022 £	2021 £
Income and endowments from:								
Donations & legacies	313	190	0	0	55	100	368	290
Charitable Activities	0	0	0	0	0	0	0	0
Other trading activities	0	0	38,870	35,197	0	0	38,870	35,197
Investments	671	2	534	919	0	0	1,205	921
Total	984	192	39,404	36,116	55	100	40,444	36,408
Expenditure on:								
Charitable activities - direct	(420)	0	(32,100)	(9,600)	0	0	(32,520)	(9,600)
Charitable activities - - establishment costs	0	0	(46,344)	(21,216)	0	0	(46,344)	(21,216)
Other expenditure	(293)	(215)	0	0	0	0	(293)	(215)
Total	(713)	(215)	(78,444)	(30,816)	0	0	(79,157)	(31,030)
Net Income / (Expenditure) before transfers - C/f to next page	271	(23)	(39,039)	5,300	55	100	(38,713)	5,377

Notes 1 to 9 form part of these accounts

**THE CO-MASONIC BENEVOLENT FUND
STATEMENT OF FINANCIAL ACTIVITIES**

FOR THE YEAR ENDING 31 DECEMBER 2022

	<u>ALMONERS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>TOTAL</u>	
	<u>Unrestricted Funds</u>		<u>Unrestricted Funds</u>		<u>Restricted Funds (SPES FUND)</u>			
	<u>Note 2</u>		<u>Note 3</u>		<u>Note 4</u>			
	2022 £	2021 £	2022 £	2021 £	2022 £	2021 £	2022 £	2021 £
Balances B/F from previous page	271	(23)	(39,039)	5,300	55	100	(38,713)	5,377
Transfers between funds	0	0	0	0	0	0	0	0
Notes 2 & 3	271	(23)	(39,039)	5,300	55	100	(38,713)	5,377
Net movements in funds	271	(23)	(39,039)	5,300	55	100	(38,713)	5,377
Brought Forward :								
Income Funds	54,341	54,364	1,720,885	1,715,584	2,032	1,932	1,777,258	1,771,881
Reserves on Transfer of Assets	0	0	1,003,403	1,003,403	0	0	1,003,403	1,003,403
Total funds carried forward	54,612	54,341	2,685,249	2,724,288	2,087	2,032	2,741,950	2,780,663

Notes 1 to 9 form part of these accounts

**THE CO-MASONIC BENEVOLENT FUND
BALANCE SHEET**

AS AT 31 DECEMBER 2022

	<u>Notes</u>	31-Dec-22		31-Dec-21	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	5.		2,500,689		2,500,783
Investments	6.		85,278		84,166
			<u>2,585,966</u>		<u>2,584,949</u>
CURRENT ASSETS					
Debtors	7.		6,053		2,442
Cash at bank and in hand :					
- Almoners Funds :					
Lloyds TSB - Business			5,625		5,946
- Buildings Funds :					
Lloyds TSB - Treasurers		128,056		167,410	
Lloyds TSB - Instant access		27,572		27,558	
SPES Account - restricted		2,087		2,032	
Cash in hand		0		47	
			<u>157,716</u>		<u>197,047</u>
CREDITORS : Amounts falling due within one year	8.		<u>(13,415)</u>		<u>(9,726)</u>
NET CURRENT ASSETS / (LIABILITIES)			<u>155,979</u>		<u>195,710</u>
TOTAL NET ASSETS / (LIABILITIES)			<u><u>2,741,946</u></u>		<u><u>2,780,659</u></u>
THE FUNDS OF THE CHARITY:					
Unrestricted income funds					
- Building Funds - unrestricted	9.		1,681,845		1,720,884
- Building Funds - restricted (SPES)	4.		2,087		2,032
- Almoners Funds - unrestricted	8.		54,610		54,339
- Reserve on transfer of assets - Building Funds	9.		1,003,403		1,003,403
			<u>2,741,946</u>		<u>2,780,659</u>

The financial statements were approved by the Trustees on 26th September 2023 and signed on their behalf by:

Ms. Christine Hilcenko..... Chair

Mr. Brian Roberts.....Trustee

Notes 1 to 9 form part of these accounts

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2022

1. ACCOUNTING POLICIES:

a) ACCOUNTING BASIS AND STANDARDS:

The financial statements have been prepared under the historical cost convention as modified to include the revaluation of the freehold property and in accordance with Accounting Standards in the UK, the Financial Reporting Standard FRS 102, the Charities SORP FRS 102 and the Charities Act 2011.

The charity meets the definition of a public benefit entity under FRS 102.

b) INCOMING RESOURCES:

Recognition of incoming resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

c) EXPENDITURE AND LIABILITIES:

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

d) TANGIBLE FIXED ASSETS AND DEPRECIATION:

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures & fittings	- 25% reducing balance
Office Equipment	- 25% reducing balance

e) PROPERTY REVALUATION:

The freehold property is revalued by the Trustees after obtaining professional assistance.

f) RESERVES POLICY:

The charity starts each year with one year's estimated expenditure in the bank excluding potential income and invested funds and in addition;-

The charity retains a reserve of £30,000 to cover annual maintenance, repairs and decorations to Hexagon House and the land in Surbiton Hill Road, including Cranhurst Lodge and an additional £10,000 for annual grants plus £11,000 for routine running costs.

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2022

2. ALMONERS FUNDS - Unrestricted

	2022		2021	
	£	£	£	£
INCOME:				
25% Dues from Lodges	123		10	
Donations from Lodges	190		180	
		313		190
Charitable activities - fund raising		0		0
Interest on Investments & savings accounts		671		2
		984		192
EXPENDITURE: Unrestricted				
Direct Charitable Expenditure				
Grants to Brethren & Gifts	420		0	
		(420)		0
OTHER EXPENDITURE:				
Printing, postage & stationery	118		105	
Sundries	175		110	
		(293)		(215)
TOTAL RESOURCES EXPENDED		(713)		(215)
Net incoming / (outgoing) resources before transfers		271		(23)
Transfer between funds - from Building Funds		0		0
Net Incoming / (outgoing) resources		271		(23)

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2022

3. BUILDINGS FUNDS - Unrestricted	2022		2021	
	£	£	£	£
INCOME:				
Rent from lodges and chapters	2,410		178	
Outside Obediences	3,360		80	
	<u>5,770</u>		<u>258</u>	
Rent : Cranhurst Lodge	8,651		13,750	
: Top floor flat	15,780		11,829	
Car Park	<u>8,640</u>		<u>9,360</u>	
	38,840		35,197	
Other donations		<u>30</u>		<u>0</u>
		38,870		35,197
Interest on Investments & savings accounts		<u>534</u>		<u>919</u>
TOTAL INCOME		<u>39,404</u>		<u>36,116</u>
EXPENDITURE: Unrestricted				
Direct Charitable Expenditure & Donations		<u>(32,100)</u>		<u>(9,600)</u>
EXPENDITURES:				
Establishment Expenses :				
General Rates incl. water rates	<u>3,619</u>	3,619	<u>1,111</u>	1,111
Light & Heat	7,346		5,809	
- less contributions (Cranhurst)	(103)		(146)	
- less contributions (1st Floor)	<u>(1,406)</u>		<u>(1,811)</u>	
		5,838		3,852
Gardening expenses	2,240		800	
- less contributions	<u>(345)</u>		<u>(400)</u>	
		1,895		400
Cleaning & refuse collection expenses -includes wages & tax	4,990		3,034	
- less contributions	<u>(212)</u>		<u>(312)</u>	
		4,778		2,722
Insurance costs	3,249		3,120	
- less contributions	<u>0</u>		<u>(596)</u>	
		3,249		2,524
Repairs, renewals & maintenance				
- repairs & renewals	<u>20,294</u>		<u>5,206</u>	
		20,294		5,206
		<u>(39,673)</u>		<u>(15,815)</u>
Carried forward to page 17		<u>(71,773)</u>		<u>(25,415)</u>

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2022

	2022		2021	
	£	£	£	£
3. BUILDINGS FUNDS - Unrestricted (continued...)				
Brought forward from page 16		(71,773)		(25,415)
Administration Expenses :				
Communication costs	0		0	
Printing, postage & stationary	38		25	
Accountancy fees	3,119		2,905	
Book keeping costs	1,910		1,516	
Legal and professional	210		0	
IT, software & web design	625		0	
Administrator fees	0		230	
Staff welfare	273		76	
Bad debts written off	0		213	
Bank charges	15		0	
Sundries	252		175	
Depreciation on fixtures & fittings	167		222	
Depreciation on office equipment	63		39	
		(6,670)		(5,401)
TOTAL RESOURCES EXPENDED		<u>(78,444)</u>		<u>(30,816)</u>
Net incoming / (outgoing) resources before transfers		(39,039)		5,300
Transfer between funds		<u>0</u>		<u>0</u>
Net Incoming resources / (outgoings)		<u><u>(39,039)</u></u>		<u><u>5,300</u></u>
4. RESTRICTED FUNDS - SPES FUND		2022		2021
		<u>Building</u>		<u>Building</u>
		<u>Funds</u>		<u>Funds</u>
		<u>Income</u>		<u>Income</u>
		<u>(Restricted)</u>		<u>(Restricted)</u>
		£		£
Balance as at 1.1.2022		2,032		1,932
Income for the year - Donations from lodges		55		100
Expenditure :		0		0
Balance as at 31.12.2022		<u><u>2,087</u></u>		<u><u>2,032</u></u>
<i>- represented by the bank balance</i>				

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2022

5. TANGIBLE FIXED ASSETS (Building Funds) - Unrestricted Funds	Freehold Property (Investment Property) £	Fixtures, Fittings £	Office Equipment £	Total £
<u>Cost or Valuation</u>				
At 1st January 2021	2,500,000	37,625	3,824	2,541,449
Additions during year	0	0	135	135
At 31 December 2021	2,500,000	37,625	3,959	2,541,584
<u>Depreciation</u>				
At 1st January 2021	0	36,958	3,708	40,666
Charge for the year	0	167	63	230
At 31 December 2021	0	37,125	3,771	40,896
<u>Net Book values</u>				
At 31.12.2021	2,500,000	500	188	2,500,689
<i>At 31.12.2020</i>	<i>2,500,000</i>	<i>667</i>	<i>116</i>	<i>2,500,783</i>

The trustees, after obtaining professional assistance, are of the opinion that the above carrying values fairly represent the property's market value as at 31st December 2021 and 2022.

On a historical cost basis, freehold land and buildings would have been included as follows:-

	2022 £	2021 £
Cost	975,000	975,000

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2022

6. INVESTMENTS	2022 £ <u>Almoners</u> <u>Funds</u> <i>(unrestricted)</i>	2022 £ <u>Building</u> <u>Funds</u> <i>(unrestricted)</i>	2021 £ <u>Almoners</u> <u>Funds</u> <i>(unrestricted)</i>	2021 £ <u>Building</u> <u>Funds</u> <i>(unrestricted)</i>
Bank of Ireland: 1 year fixed term bond: b/f	38,518	35,647	38,518	35,647
National Savings Income Bonds: b/f	10,000	0	10,000	0
	48,518	35,647	48,518	35,647
Interest earned during year	578	534	0	0
	49,096	36,181	48,518	35,647

Represented by:	2022 £	2022 £	2022 £ TOTAL
Bank of Ireland 0.45 % Bond - <i>Maturity date: 28.10.2024</i>	39,096	36,181	75,278
National Savings Income Bonds	10,000	0	10,000
As above	49,096	36,181	85,278

7. DEBTORS	2022 £ <u>Almoners</u> <u>Funds</u> <i>(unrestricted)</i>	2022 £ <u>Building</u> <u>Funds</u> <i>(unrestricted)</i>	2021 £ <u>Almoners</u> <u>Funds</u> <i>(unrestricted)</i>	2021 £ <u>Building</u> <u>Funds</u> <i>(unrestricted)</i>
Trade debtors - rent receivable	0	2,281	0	222
Prepayments and accrued income - - insurance & business rates	0	3,772	0	2,220
	0	6,053	0	2,442

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2022

8. CREDITORS-amounts falling due within one year:-	2022 £ <u>Almoners Funds</u> (Restricted / unrestricted)	2022 £ <u>Building Funds</u> (unrestricted)	2021 £ <u>Almoners Funds</u> (Restricted / unrestricted)	2021 £ <u>Building Funds</u> (unrestricted)
Trade creditors	0	5,521	0	818
Other Creditors- tenants' deposit	0	0	0	6,063
Other Creditors- related undertaking	0	4,524	0	0
Accruals	0	3,370	0	2,845
	0	13,415	0	9,726

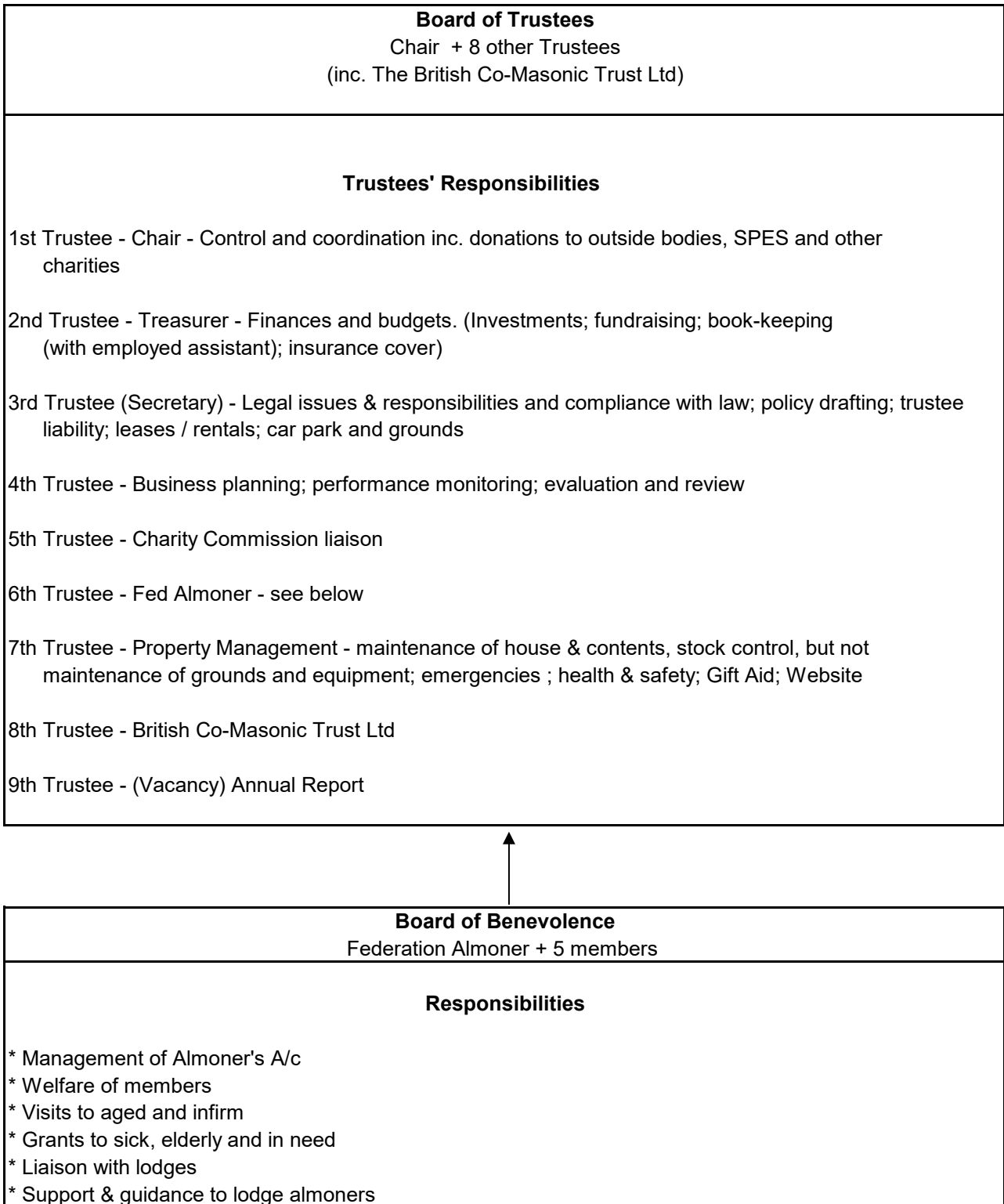
9. UNRESTRICTED FUNDS	<u>Building Funds Income</u> (unrestricted)	<u>Building Funds Reval'tion</u> (unrestricted)	<u>Almoners Funds Income</u> (unrestricted)	<u>Reserves on transfer of assets</u> (unrestricted)	<u>Total</u>
	£	£	£	£	£
Balance as at 1.1.2022	195,884	1,525,000	54,339	1,003,403	2,778,629
Surplus / (deficit) for year					
- Buildings Funds	(39,039)	0	0	0	(39,039)
- Almoners Funds	0	0	271	0	271
Balance as at 31.12.2022	156,845	1,525,000	54,610	1,003,403	2,739,861

RESTRICTED FUNDS - SPES FUND	2022 <u>Building Funds Income</u> (Restricted) £
Balance as at 1.1.2022	2,032
Surplus / (deficit) for year	55
Balance as at 31.12.2022	2,087
- represented by the bank balance	

**THE CO-MASONIC BENEVOLENT FUND
ORGANISATIONAL STRUCTURE**

FOR THE YEAR ENDING 31 DECEMBER 2022

APPENDIX 1



**THE CO-MASONIC BENEVOLENT FUND
BUSINESS PLAN FOR 2022**

FOR THE YEAR ENDING 31 DECEMBER 2022

APPENDIX 2

Purpose

- The relief of poverty and distress among members of the International Order of Freemasonry for Men and Women, Le Droit Humain, British Federation and others and to assist deprived children and young people, up to and including the age of 24years – to achieve their full potential – and such other charitable purposes as may from time to time be prescribed in that behalf by the said constitutions regulations and laws

Aims

- To be a leading Masonic charity in Great Britain

Priorities	Objectives	Steps to Achieve	Action by	Time Scale	Any issue identified on review
Welfare of members of the British Federation who are in need	1. Provide financial assistance to all members who are known to need it	<input type="checkbox"/> Supplement the income to a maximum of £140 for single Brethren and £150 per couple per month with the capacity to go above these figures if not in receipt of state aid. This is for all members in-capable of self care due to age or infirmity, according to agreed criteria. <input type="checkbox"/> Donate up to 15% of annual surplus to the Almoner's Fund (when required) <input type="checkbox"/> Provide emergency funds up to a maximum of £2,000 to members suffering genuine financial hardship as a one off - through no fault of their own, according to agreed criteria <input type="checkbox"/> A provision to grant an interest free loan facility to Brethren who are in financial need; a figure of up to £2,000 to be repaid within a timescale individually agreed; but within 12 months. To meet the usual conditions applied regarding eligibility.	All members of Committee unless otherwise stated.	On-going unless other timescale stated.	
	2. Provide pastoral care to all members who are known to need such care	<input type="checkbox"/> Provide occasional visits or gifts to elderly and/or infirm members not in need of regular assistance to benefit their general well - being or to meet a specific need. <input type="checkbox"/> Liaise and communicate with elderly and infirm members who are not able to attend lodges due to age or infirmity. <input type="checkbox"/> Regular communication by email, phone or post and other forms of digital media	All members of Committee unless otherwise stated.	All ongoing unless otherwise stated	
Help for the less fortunate or suffering members of humanity, particularly children	1. Support national charities, other bodies, organisations and individuals whose aims are to relieve poverty and distress, in areas local to lodges in the British Federation. 2. Support worthy causes anywhere in the world.	1. <input type="checkbox"/> Identify suitable national and local charities, bodies, organisations and individuals. <input type="checkbox"/> To make a donation of up to 25% of the annual surplus in 2022 (as a guideline) and of 2021 in addition. 2. <input type="checkbox"/> Identify worthy causes anywhere in the world and allocate appropriate funds. <input type="checkbox"/> Sponsor four SPES children in Lomé, Togo, until self-sufficient. <input type="checkbox"/> Monitor world catastrophes and donate funds accordingly.	All members of Committee unless otherwise stated	All ongoing unless otherwise stated	
Give support to children and young people up to and including the age of 24 years to fulfil their full potential.	1. Support Local, National and International Charities, other bodies, organisations, individuals and other causes, whose aims are related to the achievement of potential.	3. <input type="checkbox"/> Identify suitable Local, National and International Charities, other bodies, organisations, individuals or causes <input type="checkbox"/> Make donations up to 25% (as a guideline) of the annual surplus in 2022 and of 2021 in addition.	All members of Committee unless otherwise stated	All ongoing unless otherwise stated	
OUR VALUES		1. Compassion, care and empathy 2. Belief in the dignity of all 3. Transparency 4. Speed and efficiency in dealing with identified needs	All members of Committee unless otherwise stated	All ongoing unless otherwise stated	

THE CO-MASONIC BENEVOLENT FUND

England & Wales - Charity number 205813

Accounts

Comasonic Benevolent Fund

Registered charity No: 205813



**ACCOUNTS
FOR THE YEAR ENDED
31 DECEMBER 2021**

Comasonic Benevolent Fund

Hexagon House, 37-39 Surbiton Hill Road, Surbiton, Surrey, KT6 4TS

www.freemasonryformenandwomen.co.uk E: benevfund@freemasonryformenandwomen.co.uk

T: +44 (0)20 8339 9000

**THE CO-MASONIC BENEVOLENT FUND
FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2021

CONTENTS	PAGE
Report of the Chairman	2
Legal & administrative information	3
Report of the Trustees	4
Independent examiners' report to the trustees	10
Statement of financial activities (SOFA)	11 & 12
Balance sheet	13
Notes to the financial statements	14 to 20
Appendix 1 - Organisational Structure	21
Appendix 2 - Objectives, actions and targets for 2021	22

**THE CO-MASONIC BENEVOLENT FUND
REPORT OF THE CHAIRMAN**

FOR THE YEAR ENDING 31 DECEMBER 2021

As chair-person and on behalf of the board it is my pleasure to present the annual report for the CMBF for the year ending 31st December 2021.

I would like to express my gratitude to the trustees, volunteers and support staff of the CMBF for their continued support across the Covid period and beyond. For what has emerged as a difficult time for the entire country due to the Covid restrictions and knock on effect of its economic impact. It continues to be challenging and uncertain times due to restrictions that have affected both the organisation and running for Hexagon House.

The Trustees as volunteers, provide their time, commitment and energy as the vital glue allowing all the other critical parts of CMBF to operate. For this I offer my heartfelt thanks.

The CMBF continues to donate to worthwhile charities and causes, both nationally and internationally. The scale of antecedent of Covid and the resultant lock-downs has effected the level of application for charitable giving thereby reducing the uptake.

Looking to the future, in such uncertain times, the CMBF is likely to be adversely affected by the challenging environment, but I feel confident that we will continue to be relevant and continue to support local charities that meet the criteria.



Christine Hilcenko – Chair

20th September 2022

**THE CO-MASONIC BENEVOLENT FUND
LEGAL AND ADMINISTRATIVE INFORMATION**

FOR THE YEAR ENDING 31 DECEMBER 2021

Trustees

Christine Hilcenko

Chair

Brian Roberts

Anne Hoblyn

Fiaz Mir

Nicole Vitzthum

Denys Julian Rees

The British Co-Masonic Trust Ltd

(nominated representative - Colin Bleach)

Treasurer

Rene Pfertzel

Trustees resigned during year

Pat Harris

Resigned: 19th June 2021

Trustees appointed during year

None

Secretary

Brian Roberts

Charity Address

Hexagon House
37 / 39 Surbiton Hill road
Surbiton
Surrey
KT6 4TS

Bankers

Lloyds TSB
Law Courts (300004) Branch
222 Strand
London
WC2R 1BB

Independent Examiner

Reza Samii Chartered Accountant
5 Calico Row
Plantation Wharf
London
SW11 3YH

Solicitors

None appointed

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT**

FOR THE YEAR ENDING 31 DECEMBER 2021

The trustees present their report with the independently examined accounts of the Comasonic Benevolent Fund for the year ended 31 December 2021. The accounts have been prepared in accordance with the accounting policies set out on page 14.

1. Constitution and Objectives

The Comasonic Benevolent Fund is a registered charity number 205813. The governing document is by Trust Deed dated 30 October 1933, with a supplemental deed dated 14 December 2004 relating exclusively to property known as Hexagon House, 37/39 Surbiton Hill Road, Surbiton, Surrey, KT6 4TS, (transferred to the Fund on 30 October 2004). This supplemental deed specifies the terms under which the property will be held and relates specifically to its use by the British Federation of the International Order of Freemasonry for Men and Women Le Droit Humain (formerly known as International Co-Freemasonry Le Droit Humain).

The Charity's objects and purposes are:

- The relief of poverty and distress among members of the Federation and others, and to assist deprived children and young people, up to age of 24 years to achieve their full potential.
- Such other charitable purposes as may be from time to time prescribed in that behalf by the said constitutions laws regulations and rules.

Within these objects and purposes, trustees' priorities are:-

- The welfare of members of the British Federation who are in need.
- Help for the less fortunate or suffering members of humanity, particularly children.
- Support for deprived children and young people up to and including the age of 24 years to fulfill their potential.

2. Organisational Structure

Management of the Fund falls under three principal headings:

- Board of trustees (policy issues, strategic management of the Fund and donations to external bodies and charities, including SPES)
- Board of benevolence (management of welfare issues and charitable payments or gifts to members of the British Federation, in line with policy)
- Property management (all matters connected with the maintenance of Hexagon House)

A copy of the organisational structure and associated responsibilities is at Appendix 1 on page 21.

3. Financial Review

All persons involved in the management and administration of the Fund, and in pursuing its objects, are volunteers, with the exception of a part-time book-keeper. CMBF also calls on external service providers for chartered Accountant services, part-time admin person, building maintenance / gardening and cleaning services. Consequently, employment costs continued during the year, although these have been kept to a minimum.

The CMBF owns and occupies the property and land known as Hexagon House in Surbiton, for which there is the usual expenditure on utilities, decoration and maintenance. These costs continue to be met from income received through the letting of office space, the top flat of the house and car parking.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2021

3. Financial Review - (Continued...)

Ownership of Hexagon House, which was built in 1899, involves high maintenance costs and associated administration. Some of this is offset by rental income from the Lodges meetings but the CMBF has had a Covid-19 dis-benefit, affecting income. With rentals at near zero for the majority of the year, the CMBF's charitable capability has been affected by this reduction of income and donations from lodges.

The property, Hexagon House, is old and continued investment will be required in the coming years in order to maintain its fabric. Trustees have used the absence of Lodge meetings to make repairs where possible.

The Fund's limited financial assets are invested in low-risk deposit accounts and investment bonds, re-invested on maturity.

Trustees regularly monitored income and expenditure to ensure compliance with budgetary aims.

4. Governance issues and Policy Review

Risk Management

The main risks to the Fund have not changed and are:

- Closure of the British Federation of the International Order of Freemasonry for Men and Women Le Droit Humain, formerly known as International Co-Freemasonry
- Loss and reduction in income through non-lettings from Cranhurst Lodge, the car park and the top flat - properties forming part of Hexagon House
- Serious damage to the property or environmental conditions preventing lodge meetings from being held.
- Reduction in the number of lodges hiring Hexagon House
- Change in rating category resulting in higher business rates
- Shortage of volunteers to help with administration and management of the fund

Reserve Policy

The Fund's reserve policy is to:

- start each year with one year's estimated expenditure in the bank excluding potential income and invested funds
- retain a reserve of £30,000 to cover annual maintenance, repairs and decorations to Hexagon House and the land in Surbiton Hill Road, including Cranhurst Lodge and an additional £10,000 for annual grants plus £11,000 for routine running costs.

Appointment of Trustees

The Board of Trustees consists of at least three and at least six more individuals, but not limited to this as a maximum, to take on the roles needed. All of whom must be members of the British Federation of the International Order of Freemasonry for Men and Women, Le Droit Humain. It comprises:-

- The Chair
- The Treasurer
- At least seven other elected members.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2021

4. Governance issues and Policy Review - (Continued...)

The British Co-Masonic Trust Ltd (a company limited by guarantee) has a representative on the board of trustees. Mr. Colin Bleach is that representative.

Each Trustee has a portfolio of responsibilities (see Appendix 1).

Conflict of Interest Policy

Any conflict of interest must be declared at the commencement of each meeting.

Fraud Prevention Policy

A policy is in place.

GDPR Policy

A policy has been put in place to comply with the revised legislation related to the handling and storage of personal information held by the Comasonic Benevolent Fund. No personal details are retained other than names, addresses and other contact details for trustees, the independent examiner and contractors. Such information is retained solely for the purposes of communication, for inclusion in reports to the Charity Commission and for any other legislative requirement.

Safeguarding Policy

The Comasonic Benevolent Fund does not interact directly with children and vulnerable adults, but donates to charitable organisations that do. One of the principal beneficiaries is SPES Togo, a charity in Togo that provides a home for abandoned children and which clearly requires a safeguarding policy of its own, due to the number of vulnerable children in its care. Trustees of the Benevolent Fund studied their policy carefully and have received a report of its implementation. The implementation report included multiple levels of monitoring, the ability to report locally as well as anonymously. The CMBF, on the basis of these safeguards reported, has agreed to continue payments to SPES Togo.

Similar scrutiny is applied to other charities / organisations which have direct access to children and vulnerable adults and which seek donations.

5. Public benefit

The purpose of the Fund, as stated on page 4, is to relieve poverty and distress amongst members of the British Federation of the Order and others, as well as such other charitable purposes as may be from time to time prescribed in that behalf by the said constitutions laws regulations and rules.

The definition of "others" was amended in 2019 to include persons related to the members of the Order (immediate family) or immediate dependents (by non-marriage).

Assistance to the public is focused on deprived young people up to and including the age of 24 years in order to help them achieve their full potential and the elderly, who have limited capabilities.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2021

5. Public benefit - (Continued...)

All lodges contribute 25% of their charitable collections to the CMBF, but these and other donations remain at a very low rate and have minimal impact on the Fund's income and even more so in the times of Covid-19.

The purpose of the Fund is achieved through:

- the making of financial gifts to members of the British Federation of the International Order Freemasonry for Men and Women *Le Droit Humain* (formerly known as International Co-Freemasonry) who are poor or distressed and through the provision of welfare support services such as home visits.
- making donations to other organisations and (non-masonic) charities whose aims and objects also relate to helping those who are in poverty or distress, particularly amongst children.

When setting annual objectives, trustees ensured they include actions that realistically will help achieve the overall purpose.

There are six important points, which remain the same each year:

- ❖ **the Charity does not raise money from the public.** All income derives from donations by members of the British Federation of the International Order of Freemasonry for Men and Women, donations from lodges and chapters of the British Federation, legacies from deceased members and rent from the property. A large proportion of this rental income is devoted to external donations and could not be sustained from internal fund raising alone.
- ❖ **the Charity does not charge any fees for any of its services.**
- ❖ **there are no membership fees, contributions or subscriptions payable.**
- ❖ **all members of the British Federation of the International Order of Freemasonry for Men and Women qualify for financial assistance,** provided they meet the aid criteria or who need welfare support.
- ❖ **Management and administration of the Charity, is in the majority provided by volunteers who provide their services free of charge.** Administrative costs therefore are kept to an absolute minimum.
- ❖ **Donations to external bodies or charities are made only to those whose aims are similar to ours** in respect of the relief of poverty and distress.

Identifiable benefit or benefits

The benefits arise from the provision of financial aid to members of the British Federation and to other organisations and charities, and the provision of welfare support, interest in and contact with sick or elderly members. These benefits are directly related to the Fund's purpose and trustees ensure that they set annual objectives most likely to achieve them. These objectives are monitored and reviewed throughout the year. It is the view of trustees that no harm or detriment arises from these benefits.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2021

5. Public benefit - (Continued...)

Benefit to the public, or section of the public

In making grants to members, trustees have set criteria that must be met before financial assistance is given. These criteria are used to measure the extent of poverty or distress. They are quite strict which, coupled with the fact that only a tiny proportion of our members live at or below the poverty line, means that very few need or qualify for aid. However, a greater number who are sick or elderly do require welfare support, but this is usually of a temporary nature and costs little. For the purpose of alleviating temporary circumstances, loans to cover extraneous circumstances are provided, with a repayment period. Generally no interest is applied.

In making donations to other bodies or charities, trustees assess the degree to which their aims are similar to ours in respect of the relief of poverty and distress. Donations are made only to those that clearly demonstrate that relief.

Benefits are spread across a very small number of members of the International Order of Freemasonry for Men and Women, for whom the Fund originally was set up in 1933. The number of members to receive financial support in 2021 was 0 (zero).

Membership of the Order is open to all sections of the public who are 18 years old or more and who are of good character. Members pay a small subscription to the British Federation of the Order, but not to the Comasonic Benevolent Fund, which is open to all members without cost.

Non-masonic charities with aims similar to ours:

- Financial support towards a bursary for a gifted pupil in the Reigate area.
- Abandoned children in Togo, through sponsorship and support for two orphanages, in Lomé and Kpalime. The Fund sponsors four children.
- Other than for the abandoned children in Togo, there are no geographical restrictions for beneficiaries. No fees are charged and the financial benefits are restricted to those who are in poverty or distress.

6. Year under Review

The business plan for 2021 was implemented. A synthesis of this is at Appendix 2 on page 22, with a summary of the results, showing the extent to which our annual objectives were achieved.

2021 saw a drastic decrease in receipts from Lodge rentals, the 25% dues and donations from lodges, down to a total of £448 (a drop due to the pandemic striking at the end of the 1st quarter 2020).

Income from fund raising activities remained nil for the fourth year running as no such activities were arranged.

The top flat of Hexagon House remained let for the period.

Extensive repairs to Hexagon House were enacted.

It is noticeable that the interest on investments and savings accounts has declined in the period.

As in previous years, without the income derived from the property, the Fund could not meet its commitments and would be regarded as a very small charity.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2021

6. Year under Review - (Continued...)

There were no grants to members of the British Federation as none were brought to notice as being in need of help. Gifts and cards at Christmas amounted to £105.

£9600 was given to UK charities in total. The sponsorship to SPES (for TOGO) for 2021 was £0.

In line with our desire to support deprived young children and help them to fulfill their potential, £1,600 was again donated to Reigate Grammar School towards the sponsorship of a boy's education.

Welfare calls were made to members, due to covid, who are house-bound or resident in care homes and no longer able to travel. This is an important aspect of welfare for the sick and elderly who might not need financial assistance but who do need someone to show an interest in their well-being. The Fund paid for the cost of these calls.

The receipt of donations and the allocation of assistance to Federation members is dealt with by the Federation Almoner, who chairs a Board of Benevolence comprising five members, not including herself, drawn from the Federation. This Board is responsible for all welfare issues at Federation level, whereas individual lodge almoners have responsibility at the local level.

Donations to external bodies and charities are decided separately by the board of trustees.

The Fund is a member of the UK Debt Management Office's Approved Group, which enables it to buy and sell British Government Stocks.

7. Statement of Trustees' Responsibilities:

The Charities Act 2011 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 Fund and the income and expenditure of the Fund for that year.

In preparing those Financial Statements, the Trustees are required to :

- * select suitable accounting policies and then apply them consistently;
- * make judgments and estimates that are reasonable and prudent;
- * prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Fund will continue.

The Trustees are responsible for keeping proper Accounting Records which disclose with reasonable accuracy at any time the Financial Position of the Fund and to enable them to ensure that the Financial Statements comply with Charities Act 2011. They are also responsible for safeguarding the assets of the Fund and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 20th September 2022 and signed on their behalf by:

Christine Hilcenko - Chair

**THE CO-MASONIC BENEVOLENT FUND
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

FOR THE YEAR ENDING 31 DECEMBER 2021

I report to the trustees on my examination of the accounts of the above charity for the year ended 31st December 2021.

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. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Reza Samii
Chartered Accountant and Registered Auditor
5 Calico Row
Plantation Wharf
Battersea
London, SW11 3YH

Date: 20th September 2022

**THE CO-MASONIC BENEVOLENT FUND
STATEMENT OF FINANCIAL ACTIVITIES**

FOR THE YEAR ENDING 31 DECEMBER 2021

	<u>ALMONERS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>TOTAL</u>	
	<u>Unrestricted Funds</u>		<u>Unrestricted Funds</u>		<u>Restricted Funds (SPES FUND)</u>			
	<u>Note 2</u>		<u>Note 3</u>		<u>Note 4</u>			
	2021 £	2020 £	2021 £	2020 £	2021 £	2020 £	2021 £	2020 £
Income and endowments from:								
Donations & legacies	190	308	0	0	100	30	290	338
Charitable Activities	0	0	0	0	0	0	0	0
Other trading activities	0	0	35,197	68,921	0	0	35,197	68,921
Investments	2	682	919	1,403	0	0	921	2,085
Total	192	990	36,116	70,324	100	30	36,408	71,344
Expenditure on:								
Charitable activities - direct	0	0	(9,600)	(4,727)	0	0	(9,600)	(4,727)
Charitable activities - - establishment costs	0	0	(21,216)	(24,473)	0	0	(21,216)	(24,473)
Other expenditure	(215)	(249)	0	0	0	0	(215)	(249)
Total	(215)	(249)	(30,816)	(29,200)	0	0	(31,030)	(29,448)
Net Income / (Expenditure) before transfers - C/f to next page	(23)	741	5,300	41,124	100	30	5,377	41,896

Notes 1 to 9 form part of these accounts

**THE CO-MASONIC BENEVOLENT FUND
STATEMENT OF FINANCIAL ACTIVITIES**

FOR THE YEAR ENDING 31 DECEMBER 2021

	<u>ALMONERS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>TOTAL</u>	
	<u>Unrestricted Funds</u>		<u>Unrestricted Funds</u>		<u>Restricted Funds (SPES FUND)</u>			
	<u>Note 2</u>		<u>Note 3</u>		<u>Note 4</u>			
	2021 £	2020 £	2021 £	2020 £	2021 £	2020 £	2021 £	2020 £
Balances B/F from previous page	(23)	741	5,300	41,124	100	30	5,377	41,896
Transfers between funds	0	0	0	0	0	0	0	0
							0	0
Notes 2 & 3	(23)	741	5,300	41,124	100	30	5,377	41,896
Net movements in funds	(23)	741	5,300	41,124	100	30	5,377	41,896
Brought Forward :								
Income Funds	54,364	53,622	1,715,584	1,674,460	1,932	1,902	1,771,881	1,729,985
Reserves on Transfer of Assets	0	0	1,003,403	1,003,403	0	0	1,003,403	1,003,403
Total funds carried forward	54,341	54,364	2,724,288	2,718,987	2,032	1,932	2,780,663	2,775,285

Notes 1 to 9 form part of these accounts

**THE CO-MASONIC BENEVOLENT FUND
BALANCE SHEET**

AS AT 31 DECEMBER 2021

	<u>Notes</u>	31-Dec-21		31-Dec-20	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	5.		2,500,783		2,501,044
Investments	6.		84,166		84,166
			2,584,949		2,585,209
CURRENT ASSETS					
Debtors	7.		2,442		4,965
Cash at bank and in hand :					
- Almoners Funds :					
Lloyds TSB - Business			5,946		5,969
- Buildings Funds :					
Lloyds TSB - Treasurers		167,410		71,593	
Lloyds TSB - Instant access		27,558		27,556	
Treasury money market A/C		0		87,075	
SPES Account - restricted		2,032		1,932	
Cash in hand		47		61	
			197,047		188,215
CREDITORS : Amounts falling due within one year	8.		(9,725)		(9,075)
NET CURRENT ASSETS / (LIABILITIES)			195,711		190,074
TOTAL NET ASSETS / (LIABILITIES)			2,780,659		2,775,283
THE FUNDS OF THE CHARITY:					
Unrestricted income funds					
- Building Funds - unrestricted	9.		1,720,884		1,715,584
- Building Funds - restricted (SPES)	4.		2,032		1,932
- Almoners Funds - unrestricted	8.		54,339		54,364
- Reserve on transfer of assets - Building Funds	9.		1,003,403		1,003,403
			2,780,659		2,775,283

The financial statements were approved by the Trustees on 20th September 2022 and signed on their behalf by:

Ms. Christine Hilcenko..... Chair

Mr. Brian Roberts.....Trustee

Notes 1 to 9 form part of these accounts

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2021

1. ACCOUNTING POLICIES:

a) ACCOUNTING BASIS AND STANDARDS:

The financial statements have been prepared under the historical cost convention as modified to include the revaluation of the freehold property and in accordance with Accounting Standards in the UK, the Financial Reporting Standard FRS 102, the Charities SORP FRS 102 and the Charities Act 2011.

The charity meets the definition of a public benefit entity under FRS 102.

b) INCOMING RESOURCES:

Recognition of incoming resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

c) EXPENDITURE AND LIABILITIES:

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

d) TANGIBLE FIXED ASSETS AND DEPRECIATION:

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures & fittings	- 25% reducing balance
Office Equipment	- 25% reducing balance

e) PROPERTY REVALUATION:

The freehold property is revalued by the Trustees after obtaining professional assistance.

f) RESERVES POLICY:

The charity starts each year with one year's estimated expenditure in the bank excluding potential income and invested funds and in addition;-

The charity retains a reserve of £30,000 to cover annual maintenance, repairs and decorations to Hexagon House and the land in Surbiton Hill Road, including Cranhurst Lodge and an additional £10,000 for annual grants plus £11,000 for routine running costs.

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2021

2. ALMONERS FUNDS - Unrestricted

	2021		2020	
	£	£	£	£
INCOME:				
25% Dues from Lodges	10		272	
Donations from Lodges	180		36	
		<u>190</u>		<u>308</u>
Charitable activities - fund raising		0		0
Interest on Investments & savings accounts		2		682
		<u>192</u>		<u>990</u>
EXPENDITURE: Unrestricted				
Direct Charitable Expenditure				
Grants to Brethren & Gifts	0		0	
		<u>0</u>		<u>0</u>
OTHER EXPENDITURE:				
Printing, postage & stationery	105		69	
Sundries	110		180	
		<u>(215)</u>		<u>(249)</u>
TOTAL RESOURCES EXPENDED		<u>(215)</u>		<u>(249)</u>
Net incoming / (outgoing) resources before transfers		<u>(23)</u>		<u>741</u>
Transfer between funds - from Building Funds		<u>0</u>		<u>0</u>
Net Incoming / (outgoing) resources		<u><u>(23)</u></u>		<u><u>741</u></u>

THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS

FOR THE YEAR ENDING 31 DECEMBER 2021

3. BUILDINGS FUNDS - Unrestricted	2021		2020	
	£	£	£	£
INCOME:				
Rent from lodges and chapters	178		3,161	
Outside Obediences	80		990	
British Federation	0		4,000	
	<u>258</u>		<u>8,151</u>	
Rent : Cranhurst Lodge	13,750		13,750	
: Top floor flat	11,829		14,100	
Car Park	<u>9,360</u>		<u>7,920</u>	
		35,197		43,921
Grant - Kingston Council		<u>0</u>		<u>25,000</u>
		35,197		68,921
Interest on Investments & savings accounts		<u>919</u>		<u>1,403</u>
TOTAL INCOME		<u>36,116</u>		<u>70,324</u>
EXPENDITURE: Unrestricted				
Direct Charitable Expenditure & Donations		<u>(9,600)</u>		<u>(4,727)</u>
EXPENDITURES:				
Establishment Expenses :				
General Rates incl. water rates	<u>1,111</u>		<u>1,088</u>	
		1,111		1,088
Light & Heat	5,809		4,537	
- less contributions (Cranhurst)	(146)		(1,530)	
- less contributions (1st Floor)	<u>(1,811)</u>		<u>(209)</u>	
		3,852		2,798
Gardening expenses	800		1,600	
- less contributions	<u>(400)</u>		<u>(560)</u>	
		400		1,040
Cleaning & refuse collection expenses -includes wages & tax	3,034		2,077	
- less contributions	<u>(312)</u>		<u>(321)</u>	
		2,722		1,756
Insurance costs	3,120		2,995	
- less contributions	<u>(596)</u>		<u>(686)</u>	
		2,524		2,309
Repairs, renewals & maintenance - repairs & renewals	5,206		10,311	
		5,206		10,311
		<u>(15,815)</u>		<u>(19,302)</u>
Carried forward to page 17		<u>(25,415)</u>		<u>(24,029)</u>

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2021

	2021		2020	
	£	£	£	£
3. BUILDINGS FUNDS - Unrestricted (continued...)				
Brought forward from page 16		(25,415)		(24,029)
Administration Expenses :				
Communication costs	0		563	
Printing, postage & stationary	25		0	
Accountancy fees	2,905		2,400	
- under / (over) provision in respect of prior year	0		(84)	
Book keeping costs	1,516		880	
Administrator fees	230		1,000	
Staff welfare	76		64	
Bad debts written off	213		0	
Sundries	175		0	
Depreciation on fixtures & fittings	222		296	
Depreciation on office equipment	39		51	
		<u>(5,401)</u>		<u>(5,171)</u>
TOTAL RESOURCES EXPENDED		<u>(30,816)</u>		<u>(29,200)</u>
Net incoming / (outgoing) resources before transfers		5,300		41,124
Transfer between funds		<u>0</u>		<u>0</u>
Net Incoming resources / (outgoings)		<u>5,300</u>		<u>41,124</u>
		2021		2020
		<u>Building</u>		<u>Building</u>
		<u>Funds</u>		<u>Funds</u>
		<u>Income</u>		<u>Income</u>
4. RESTRICTED FUNDS - SPES FUND		<u>(Restricted)</u>		<u>(Restricted)</u>
		£		£
Balance as at 1.1.2021		1,932		1,902
Income for the year - Donations from lodges		100		30
Expenditure :		0		0
		<u>0</u>		<u>0</u>
Balance as at 31.12.2021		<u>2,032</u>		<u>1,932</u>
<i>- represented by the bank balance</i>				

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2021

5. TANGIBLE FIXED ASSETS (Building Funds) - Unrestricted Funds	Freehold Property (Investment Property) £	Fixtures, Fittings £	Office Equipment £	Total £
<u>Cost or Valuation</u>				
At 1st January 2020	2,500,000	37,625	3,824	2,541,449
Additions during year	0	0	0	0
At 31 December 2020	2,500,000	37,625	3,824	2,541,449
<u>Depreciation</u>				
At 1st January 2020	0	36,736	3,669	40,405
Charge for the year	0	222	39	261
At 31 December 2020	0	36,958	3,708	40,666
<u>Net Book values</u>				
At 31.12.2020	2,500,000	667	116	2,500,783
<i>At 31.12.2019</i>	<i>2,500,000</i>	<i>889</i>	<i>155</i>	<i>2,501,044</i>

The trustees, after obtaining professional assistance, are of the opinion that the above carrying values fairly represent the property's market value as at 31st December 2020 and 2021.

On a historical cost basis, freehold land and buildings would have been included as follows:-

	2021 £	2020 £
Cost	975,000	975,000

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2021

6. INVESTMENTS	2021 £ <u>Almoners</u> <u>Funds</u> <i>(unrestricted)</i>	2021 £ <u>Building</u> <u>Funds</u> <i>(unrestricted)</i>	2020 £ <u>Almoners</u> <u>Funds</u> <i>(unrestricted)</i>	2020 £ <u>Building</u> <u>Funds</u> <i>(unrestricted)</i>
Bank of Ireland: 1 year fixed term bond: b/f	38,518	35,647	37,948	35,121
National Savings Income Bonds: b/f	10,000	0	10,000	0
	48,518	35,647	47,948	35,121
Interest earned during year	0	0	570	526
	48,518	35,647	48,518	35,647
Represented by:	2021 £	2021 £	2021 £ TOTAL	
Bank of Ireland 0.75 % Bond	38,518	35,647	74,166	
National Savings Income Bonds	10,000	0	10,000	
As above	48,518	35,647	84,166	
7. DEBTORS	2021 £ <u>Almoners</u> <u>Funds</u> <i>(unrestricted)</i>	2021 £ <u>Building</u> <u>Funds</u> <i>(unrestricted)</i>	2020 £ <u>Almoners</u> <u>Funds</u> <i>(unrestricted)</i>	2020 £ <u>Building</u> <u>Funds</u> <i>(unrestricted)</i>
Trade debtors - rent receivable	0	222	0	2,694
Prepayments and accrued income - - insurance	0	2,220	0	2,271
	0	2,442	0	4,965

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2021

8. CREDITORS-amounts falling due within one year:-	2021	2021	2020	2020
	£	£	£	£
	<u>Almoners Funds</u>	<u>Building Funds</u>	<u>Almoners Funds</u>	<u>Building Funds</u>
	<u>(Restricted / unrestricted)</u>	<u>(unrestricted)</u>	<u>(Restricted / unrestricted)</u>	<u>(unrestricted)</u>
Trade creditors	0	818	0	613
Other Creditors- tenant's deposit	0	2,625	0	2,625
Other Creditors- tenant's rent paid in advance	0	3,438	0	3,438
Accruals	0	2,845	0	2,400
	0	9,725	0	9,075

9. UNRESTRICTED FUNDS	<u>Building Funds Income</u>	<u>Building Funds Reval'tion</u>	<u>Almoners Funds Income</u>	<u>Reserves on transfer of assets</u>	<u>Total</u>
	<u>(unrestricted)</u>	<u>(unrestricted)</u>	<u>(unrestricted)</u>	<u>(unrestricted)</u>	
	£	£	£	£	£
Balance as at 1.1.2021	190,584	1,525,000	54,362	1,003,403	2,773,352
Surplus / (deficit) for year					
- Buildings Funds	5,300	0	0	0	5,300
- Almoners Funds	0	0	(23)	0	(23)
Balance as at 31.12.2021	195,884	1,525,000	54,339	1,003,403	2,778,629

RESTRICTED FUNDS - SPES FUND	2021
	<u>Building Funds Income</u>
	<u>(Restricted)</u>
	£
Balance as at 1.1.2021	1,932
Surplus / (deficit) for year	100
Balance as at 31.12.2021	2,032
- represented by the bank balance	

**THE CO-MASONIC BENEVOLENT FUND
ORGANISATIONAL STRUCTURE**

FOR THE YEAR ENDING 31 DECEMBER 2021

APPENDIX 1

<p>Board of Trustees Chair + 8 other Trustees (inc. The British Co-Masonic Trust Ltd)</p>
<p>Trustees' Responsibilities</p> <p>1st Trustee - Chair - Control and coordination inc. donations to outside bodies, SPES and other charities</p> <p>2nd Trustee - Treasurer - Finances and budgets. (Investments; fundraising; book-keeping (with employed assistant); insurance cover)</p> <p>3rd Trustee (Secretary) - Legal issues & responsibilities and compliance with law; policy drafting; trustee liability; leases / rentals; car park and grounds</p> <p>4th Trustee - Business planning; performance monitoring; evaluation and review</p> <p>5th Trustee - Charity Commission liaison</p> <p>6th Trustee - Fed Almoner - see below</p> <p>7th Trustee - Property Management - maintenance of house & contents, stock control, but not maintenance of grounds and equipment; emergencies ; health & safety; Gift Aid; Website</p> <p>8th Trustee - British Co-Masonic Trust Ltd</p> <p>9th Trustee - (Vacancy) Annual Report</p>



<p>Board of Benevolence Federation Almoner + 5 members</p>
<p>Responsibilities</p> <ul style="list-style-type: none"> * Management of Almoner's A/c * Welfare of members * Visits to aged and infirm * Grants to sick, elderly and in need * Liaison with lodges * Support & guidance to lodge almoners

**THE CO-MASONIC BENEVOLENT FUND
ASSESSMENT OF TARGETS IN BUSINESS PLAN FOR 2021**

FOR THE YEAR ENDING 31 DECEMBER 2021

Priorities	Objectives	Steps to Achieve	Action by	Timescale	Any issue Identified on review
Welfare of members of the British Federation who are in need	1 Provide financial assistance to all members who are known to need it.	<p>*Supplement the income to a maximum of £140 for single brethren and £150 per couple per month; with the capacity to go above these figures if not in receipt of state aid. This is for all members in-capable of self care due to age or infirmity, according to agreed criteria.</p> <p>*Donate up to 15% of annual surplus to the Almoner's Fund (when required).</p> <p>*Provide emergency funds up to a maximum of £2,000 to members suffering genuine financial hardship as a one-off – through no fault of their own, according to agreed criteria.</p> <p>*A provision to grant an interest free loan facility to brethren who are in financial need; of a figure up to £2,000 to be repaid within a timescale individually agreed; but within 12 months. To meet the usual conditions applied; regarding eligibility.</p>	All members of Committee unless otherwise stated	On-going unless other timescale stated	
	2 Provide pastoral care to all members who are known to need such care	<p>*Provide occasional visits and/or gifts to elderly and/or infirm members not in need of regular assistance, to benefit their general well being or to meet a specific need.</p> <p>*Liaise and communicate with elderly and infirm members who are not able to attend lodges due to age or infirmity.</p>			

THE CO-MASONIC BENEVOLENT FUND
ASSESSMENT OF TARGETS IN BUSINESS PLAN FOR 2021 (Continued...)

FOR THE YEAR ENDING 31 DECEMBER 2021

Priorities	Objectives	Steps to Achieve	Action by	Timescale	Any issue Identified on review
Help for the less fortunate or suffering members of humanity, particularly children	1 Support national charities, other bodies ,organisations and individuals; whose aims are to relieve poverty and distress, in areas local to lodges in the British Federation.	<p>*Regular communication by email; phone or post and including other forms of digital media.</p> <p>*Identify suitable national and local charities, bodies, organisations and individuals. *To make a donation of up to 25% of the annual surplus in 2022 (as a guideline) and of 2021 in addition..</p> <p>*Identify worthy causes anywhere in the world and allocate appropriate funds. *Sponsor four SPES children in Togo, until self-sufficient. *Monitor world catastrophes and donate funds accordingly.</p>	All members of Committee unless otherwise stated	All ongoing unless otherwise stated	
Give support to children and young people up to and including the age of 24 years to fulfil their full potential.	2 Support worthy causes anywhere in the world.	<p>*Identify suitable Local, National and International Charities other bodies, organisations, individuals or causes. *To make donations up to 25% (as a guideline) of the annual surplus in 2022.and of 2021 in addition.</p>			
OUR VALUES	Support Local, National and International Charities, other bodies, organisations , individuals and other causes, whose aims are related to the achievement of potential.	<p>1 Compassion, care and empathy 2 Belief in the dignity of all 3 Transparency 4 Speed and efficiency in dealing with identified needs</p>			

THE CO-MASONIC BENEVOLENT FUND

England & Wales - Charity number 205813

Accounts

Comasonic Benevolent Fund

Registered charity No: 205813



**ACCOUNTS
FOR THE YEAR ENDED
31 DECEMBER 2020**

Comasonic Benevolent Fund

Hexagon House, 37-39 Surbiton Hill Road, Surbiton, Surrey, KT6 4TS

www.freemasonryformenandwomen.co.uk E: benevfund@freemasonryformenandwomen.co.uk

T: +44 (0)20 8339 9000

**THE CO-MASONIC BENEVOLENT FUND
FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2020

CONTENTS	PAGE
Report of the Chairman	2
Legal & administrative information	3
Report of the Trustees	4
Independent examiners' report to the trustees	10
Statement of financial activities (SOFA)	11 & 12
Balance sheet	13
Notes to the financial statements	14 to 20
Appendix 1 - Organisational Structure	21
Appendix 2 - Objectives, actions and targets for 2018	22

**THE CO-MASONIC BENEVOLENT FUND
REPORT OF THE CHAIRMAN**

FOR THE YEAR ENDING 31 DECEMBER 2020

As incoming chair-person and on behalf of the board I am pleased to present the annual report for the CMBF for the year ending 31st December 2020.

I would like to express my gratitude for the confidence entrusted in me, by the board and for their continued support.

In a difficult year with many restrictions and limitations that have affected both the organisation and running for Hexagon House, I would like to thank the Trustees, staff and volunteers who have aided and assisted the CMBF in its objectives.

The Trustees, as volunteers have given their time, their commitment and their energy as the vital glue allowing all the other critical parts of CMBF to operate. For this I offer my heartfelt thanks.

The CMBF continues to donate to worthwhile charities and causes, both nationally and internationally. We believe that the CMBF makes a tangible and significant difference to the lives of our beneficiaries during these very trying times for all.

Looking to the future, in such uncertain times, the CMBF is likely to be adversely affected by the challenging environment, but I feel confident that we will continue to be relevant and successfully deliver on our stated objectives.



Christine Hilcenko – Chair

16th June 2021

**THE CO-MASONIC BENEVOLENT FUND
LEGAL AND ADMINISTRATIVE INFORMATION**

FOR THE YEAR ENDING 31 DECEMBER 2020

Trustees

Christine Hilcenko

Chair

Vacant

Treasurer

Pat Harris

Brian Roberts

Anne Hoblyn

Fiaz Mir

Nicole Vitzhum

Denys Julian Rees

The British Co-Masonic Trust Ltd

(nominated representative - Colin Bleach)

The CMBF Chair person (Pat Harris) resignation, as chair, was accepted with deep regret.

Trustees resigned during year

Joseph Alawo

Trustees appointed during year

Denys Julian Rees - appointed: 19.10.2020

Secretary

Brian Roberts

Charity Address

Hexagon House
37 / 39 Surbiton Hill road
Surbiton
Surrey
KT6 4TS

Bankers

Lloyds TSB
Law Courts (300004) Branch
222 Strand
London
WC2R 1BB

Independent Examiner

Reza Samii Chartered Accountant
5 Calico Row
Plantation Wharf
London
SW11 3YH

Solicitors

None appointed

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT**

FOR THE YEAR ENDING 31 DECEMBER 2020

The trustees present their report with the independently examined accounts of the Comasonic Benevolent Fund for the year ended 31 December 2020. The accounts have been prepared in accordance with the accounting policies set out on page 14.

1. Constitution and Objectives

The Comasonic Benevolent Fund is a registered charity number 205813. The governing document is by Trust Deed dated 30 October 1933, with a supplemental deed dated 14 December 2004 relating exclusively to property known as Hexagon House, 37/39 Surbiton Hill Road, Surbiton, Surrey, KT6 4TS, (transferred to the Fund on 30 October 2004). This supplemental deed specifies the terms under which the property will be held and relates specifically to its use by the British Federation of the International Order of Freemasonry for Men and Women Le Droit Humain (formerly known as International Co-Freemasonry Le Droit Humain).

The Charity's objects and purposes are:

- The relief of poverty and distress among members of the Federation and others, and to assist deprived children and young people, up to age of 24 years to achieve their full potential.
- Such other charitable purposes as may be from time to time prescribed in that behalf by the said constitutions laws regulations and rules.

Within these objects and purposes, trustees' priorities are:-

- The welfare of members of the British Federation who are in need.
- Help for the less fortunate or suffering members of humanity, particularly children.
- Support for deprived children and young people up to and including the age of 24 years to fulfill their potential.

2. Organisational Structure

Management of the Fund falls under three principal headings:

- Board of trustees (policy issues, strategic management of the Fund and donations to external bodies and charities, including SPES)
- Board of benevolence (management of welfare issues and charitable payments or gifts to members of the British Federation, in line with policy)
- Property management (all matters connected with the maintenance of Hexagon House)

A copy of the organisational structure and associated responsibilities is at Appendix 1 on page 21.

3. Financial Review

All persons involved in the management and administration of the Fund, and in pursuing its objects, are volunteers, with the exception of a part-time book-keeper. CMBF also calls on external service providers for accountancy services, part-time admin person, building maintenance / gardening and cleaning services. Consequently, employment costs continued during the year, although these have been kept to a minimum.

The CMBF owns and occupies the property and land known as Hexagon House in Surbiton, for which there is the usual expenditure on utilities, decoration and maintenance. These costs continue to be met from income received through the letting of office space, the top flat of the house and car parking.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2020

3. Financial Review - (Continued...)

Due to Covid-19, Kingston Council made a grant to the CMBF of £25,000 received and accounted for in Buildings Fund. Trustees decided that half of this sum will be used to off-set the loss of income from lodge rentals and will allocate the remaining half to support local charities within the Kingston area.

Ownership of Hexagon House, which was built in 1899, involves high maintenance costs and associated administration. Some of this is offset by rental income from the Lodges meetings but the CMBF has had a Covid-19 dis-benefit, affecting income. With rentals at zero for the majority of the year, the CMBF's charitable capability has been affected by this lack of income and donations from lodges.

The property is old and continued investment will be required in the coming years in order to maintain its fabric. Trustees have used the absence of Lodge meetings to make repairs where possible.

The Fund's limited financial assets are invested in low-risk deposit accounts and investment bonds, re-invested on maturity.

Trustees regularly monitored income and expenditure to ensure compliance with budgetary aims.

4. Governance issues and Policy Review

Risk Management

The main risks to the Fund have not changed and are:

- Closure of the British Federation of the International Order of Freemasonry for Men and Women Le Droit Humain, formerly known as International Co-Freemasonry
- Loss and reduction in income through non-lettings from Cranhurst Lodge, the car park and the top flat - properties forming part of Hexagon House
- Serious damage to the property or environmental conditions preventing lodge meetings from being held.
- Reduction in the number of lodges hiring Hexagon House
- Change in rating category resulting in higher business rates
- Shortage of volunteers to help with administration and management of the fund

Reserve Policy

The Fund's reserve policy is to:

- start each year with one year's estimated expenditure in the bank excluding potential income and invested funds
- retain a reserve of £30,000 to cover annual maintenance, repairs and decorations to Hexagon House and the land in Surbiton Hill Road, including Cranhurst Lodge and an additional £10,000 for annual grants plus £11,000 for routine running costs.

Appointment of Trustees

The Board of Trustees consists of at least three and not more than nine individuals all of whom must be members of the British Federation of the International Order of Freemasonry for Men and Women, Le Droit Humain, formerly known as International Co-Freemasonry. It comprises:-

- The Chair
- The Treasurer
- Up to seven other elected members.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2020

4. Governance issues and Policy Review - (Continued...)

The British Co-Masonic Trust Ltd (a company limited by guarantee) has a representative on the board of trustees. Until recently this was Mrs Margaret Currie but, following her resignation, Mr. Colin Bleach has been nominated. His appointment should be confirmed in 2021.

Each Trustee has a portfolio of responsibilities (see Appendix 1).

Conflict of Interest Policy

Any conflict of interest must be declared at the commencement of each meeting.

Fraud Prevention Policy

A policy is in place.

GDPR Policy

A policy has been put in place to comply with the revised legislation related to the handling and storage of personal information held by the Comasonic Benevolent Fund. No personal details are retained other than names, addresses and other contact details for trustees, the independent examiner and contractors. Such information is retained solely for the purposes of communication, for inclusion in reports to the Charity Commission and for any other legislative requirement.

Safeguarding Policy

The Comasonic Benevolent Fund does not interact directly with children and vulnerable adults, but donates to charitable organisations that do. One of the principal beneficiaries is SPES Togo, a charity in Togo that provides a home for abandoned children and which clearly requires a safeguarding policy of its own, due to the number of vulnerable children in its care. Trustees of the Benevolent Fund studied their policy carefully and have received a report of its implementation. The implementation report included multiple levels of monitoring, the ability to report locally as well as anonymously. The CMBF, on the basis of these safeguards reported, has agreed to continue payments to SPES Togo.

Similar scrutiny is applied to other charities / organisations which have direct access to children and vulnerable adults and which seek donations.

5. Public benefit

The purpose of the Fund, as stated on page 4, is to relieve poverty and distress amongst members of the British Federation of the Order and others, as well as such other charitable purposes as may be from time to time prescribed in that behalf by the said constitutions laws regulations and rules.

The definition of "others" was amended in 2019 to include persons related to the members of the Order (immediate family) or immediate dependents (by non-marriage).

Assistance to the public is focused on deprived young people up to and including the age of 24 years in order to help them achieve their full potential and the elderly, who have limited capabilities.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2020

5. Public benefit - (Continued...)

All lodges contribute 25% of their charitable collections to the CMBF, but these and other donations remain at a very low rate and have minimal impact on the Fund's income and even more so in the times of Covid-19.

The purpose of the Fund is achieved through:

- the making of financial gifts to members of the British Federation of the International Order Freemasonry for Men and Women *Le Droit Humain* (formerly known as International Co-Freemasonry) who are poor or distressed and through the provision of welfare support services such as home visits.
- making donations to other organisations and (non-masonic) charities whose aims and objects also relate to helping those who are in poverty or distress, particularly amongst children.

When setting annual objectives, trustees ensured they include actions that realistically will help achieve the overall purpose.

There are six important points, which remain the same each year:

- ❖ **the Charity does not raise money from the public.** All income derives from donations by members of the British Federation of the International Order of Freemasonry for Men and Women, donations from lodges and chapters of the British Federation, legacies from deceased members and rent from the property. A large proportion of this rental income is devoted to external donations and could not be sustained from internal fund raising alone.
- ❖ **the Charity does not charge any fees for any of its services.**
- ❖ **there are no membership fees, contributions or subscriptions payable.**
- ❖ **all members of the British Federation of the International Order of Freemasonry for Men and Women qualify for financial assistance,** provided they meet the aid criteria or who need welfare support.
- ❖ **Management and administration of the Charity, is in the majority provided by volunteers who provide their services free of charge.** Administrative costs therefore are kept to an absolute minimum.
- ❖ **Donations to external bodies or charities are made only to those whose aims are similar to ours** in respect of the relief of poverty and distress.

Identifiable benefit or benefits

The benefits arise from the provision of financial aid to members of the British Federation and to other organisations and charities, and the provision of welfare support, interest in and contact with sick or elderly members. These benefits are directly related to the Fund's purpose and trustees ensure that they set annual objectives most likely to achieve them. These objectives are monitored and reviewed throughout the year. It is the view of trustees that no harm or detriment arises from these benefits.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2020

5. Public benefit - (Continued...)

Benefit to the public, or section of the public

In making grants to members, trustees have set criteria that must be met before financial assistance is given. These criteria are used to measure the extent of poverty or distress. They are quite strict which, coupled with the fact that only a tiny proportion of our members live at or below the poverty line, means that very few need or qualify for aid. However, a greater number who are sick or elderly do require welfare support, but this is usually of a temporary nature and costs little. For the purpose of alleviating temporary circumstances, loans to cover extraneous circumstances are provided, with a repayment period. Generally no interest is applied.

In making donations to other bodies or charities, trustees assess the degree to which their aims are similar to ours in respect of the relief of poverty and distress. Donations are made only to those that clearly demonstrate that relief.

Benefits are spread across a very small number of members of the International Order of Freemasonry for Men and Women, for whom the Fund originally was set up in 1933. The number of members to receive financial support in 2020 was nil.

Membership of the Order is open to all sections of the public who are 18 years old or more and who are of good character. Members pay a small subscription to the British Federation of the Order, but not to the Comasonic Benevolent Fund, which is open to all members without cost.

Non-masonic charities with aims similar to ours:

- Financial support towards a bursary for a gifted pupil in the Reigate area.
- Abandoned children in Togo, through sponsorship and support for two orphanages, in Lomé and Kpalime. The Fund sponsors four children.
- Other than for the abandoned children in Togo, there are no geographical restrictions for beneficiaries. No fees are charged and the financial benefits are restricted to those who are in poverty or distress.

6. Year under Review

The business plan for 2020 was implemented. A synthesis of this is at Appendix 2 on page 22, with a summary of the results, showing the extent to which our annual objectives were achieved.

2020 saw a drastic decrease in receipts from Lodge rentals, the 25% dues and donations from lodges, down to a total of £308 (a drop of over 75% due to the pandemic striking at the end of the 1st quarter, from £1,267).

Income from fund raising activities remained nil for the fourth year running as no such activities were arranged.

The top flat of Hexagon House remained let for the period.

Extensive repairs to Hexagon House were enacted.

It is noticeable that the interest on investments and savings accounts, although small in absolute terms, has increased in the period.

As in previous years, without the income derived from the property, the Fund could not meet its commitments and would be regarded as a very small charity.

**THE CO-MASONIC BENEVOLENT FUND
TRUSTEES ANNUAL REPORT (Continued...)**

FOR THE YEAR ENDING 31 DECEMBER 2020

6. Year under Review - (Continued...)

There were no grants to members of the British Federation as none were brought to notice as being in need of help. Gifts and cards at Christmas amounted to £69.

Due to the safeguarding issue (reported in the 2019 Annual Report) payment for the year was withheld until the safeguarding and monitoring was confirmed as implemented. SPES has now received £3,127 for 2020.

In 2020 £1,600 was donated to UK charities. The sponsorship to SPES (for TOGO) for 2020 was £3,127.

In line with our desire to support deprived young children and help them to fulfill their potential, £1,600 was again donated to Reigate Grammar School towards the sponsorship of a boy's education.

In addition to the financial support given to our members, welfare visits were made to members who are house-bound or resident in care homes and no longer able to travel. This is an important aspect of welfare for the sick and elderly who might not need financial assistance but who do need someone to show an interest in their well-being. The Fund paid for the cost of these visits.

The receipt of donations and the allocation of assistance to Federation members is dealt with by the Federation Almoner, who chairs a Board of Benevolence comprising five members, not including herself, drawn from the Federation. This Board is responsible for all welfare issues at Federation level, whereas individual lodge almoners have responsibility at the local level.

Donations to external bodies and charities are decided separately by the board of trustees.

The Fund is a member of the UK Debt Management Office's Approved Group, which enables it to buy and sell British Government Stocks.

7. Statement of Trustees' Responsibilities:

The Charities Act 2011 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 Fund and the income and expenditure of the Fund for that year.

In preparing those Financial Statements, the Trustees are required to :

- * select suitable accounting policies and then apply them consistently;
- * make judgments and estimates that are reasonable and prudent;
- * prepare the Financial Statements on the going concern basis unless it is inappropriate to presume that the Fund will continue.

The Trustees are responsible for keeping proper Accounting Records which disclose with reasonable accuracy at any time the Financial Position of the Fund and to enable them to ensure that the Financial Statements comply with Charities Act 2011. They are also responsible for safeguarding the assets of the Fund and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report was approved by the Trustees on 16 June 2021 and signed on their behalf by:

Christine Hilcenko - Chair

**THE CO-MASONIC BENEVOLENT FUND
INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**

FOR THE YEAR ENDING 31 DECEMBER 2020

I report to the trustees on my examination of the accounts of the above charity for the year ended 31st December 2020.

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. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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 the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Reza Samii
Chartered Accountant and Registered Auditor
5 Calico Row
Plantation Wharf
Battersea
London, SW11 3YH

Date: 16 September 2021

**THE CO-MASONIC BENEVOLENT FUND
STATEMENT OF FINANCIAL ACTIVITIES**

FOR THE YEAR ENDING 31 DECEMBER 2020

	<u>ALMONERS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>TOTAL</u>	
	<u>Unrestricted Funds</u>		<u>Unrestricted Funds</u>		<u>Restricted Funds (SPES FUND)</u>			
	<u>Note 2</u>		<u>Note 3</u>		<u>Note 4</u>			
	2020 £	2019 £	2020 £	2019 £	2020 £	2019 £	2020 £	2019 £
Income and endowments from:								
Donations & legacies	308	1,267	0	0	30	674	338	1,941
Charitable Activities	0	0	0	0	0	0	0	0
Other trading activities	0	0	68,921	45,724	0	0	68,921	45,724
Investments	682	115	1,403	573	0	0	2,085	688
Total	990	1,382	70,324	46,297	30	674	71,344	48,353
Expenditure on:								
Charitable activities - direct	0	(384)	(4,727)	(23,420)	0	0	(4,727)	(23,804)
Charitable activities - - establishment costs	0	0	(24,473)	(29,159)	0	0	(24,473)	(29,159)
Other expenditure	(249)	(206)	0	0	0	0	(249)	(206)
Total	(249)	(590)	(29,200)	(52,578)	0	0	(29,448)	(53,168)
Net Income / (Expenditure) before transfers - C/f to next page	741	791	41,124	(6,281)	30	674	41,896	(4,815)

Notes 1 to 9 form part of these accounts

**THE CO-MASONIC BENEVOLENT FUND
STATEMENT OF FINANCIAL ACTIVITIES**

FOR THE YEAR ENDING 31 DECEMBER 2020

	<u>ALMONERS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>BUILDINGS FUNDS</u>		<u>TOTAL</u>	
	<u>Unrestricted Funds</u>		<u>Unrestricted Funds</u>		<u>Restricted Funds (SPES FUND)</u>			
	<u>Note 2</u>		<u>Note 3</u>		<u>Note 4</u>			
	2020 £	2019 £	2020 £	2019 £	2020 £	2019 £	2020 £	2019 £
Balances B/F from previous page	741	791	41,124	(6,281)	30	674	41,896	(4,815)
Transfers between funds	0	0	0	0	0	0	0	0
Notes 2 & 3	741	791	41,124	(6,281)	30	674	41,896	(4,815)
Net movements in funds	741	791	41,124	(6,281)	30	674	41,896	(4,815)
Brought Forward :								
Income Funds	53,622	52,830	1,674,460	1,680,741	1,902	1,228	1,729,985	1,734,800
Reserves on Transfer of Assets	0	0	1,003,403	1,003,403	0	0	1,003,403	1,003,403
Total funds carried forward	54,364	53,622	2,718,987	2,677,863	1,932	1,902	2,775,285	2,733,389

Notes 1 to 9 form part of these accounts

**THE CO-MASONIC BENEVOLENT FUND
BALANCE SHEET**

AS AT 31 DECEMBER 2020

	<u>Notes</u>	31-Dec-20		31-Dec-19	
		£	£	£	£
FIXED ASSETS					
Tangible Assets	5.		2,501,044		2,501,391
Investments	6.		84,166		83,069
			<u>2,585,209</u>		<u>2,584,460</u>
CURRENT ASSETS					
Debtors	7.		4,965		6,206
Cash at bank and in hand :					
- Almoners Funds :					
Lloyds TSB - Business			5,969		5,858
- Buildings Funds :					
Lloyds TSB - Treasurers		71,593		27,522	
Lloyds TSB - Instant access		27,556		27,546	
Treasury money market A/C		87,075		86,208	
SPES Account - restricted		1,932		1,902	
Cash in hand		61		27	
			<u>188,215</u>		<u>143,203</u>
CREDITORS : Amounts falling due within one year	8.		<u>(9,075)</u>		<u>(6,339)</u>
NET CURRENT ASSETS / (LIABILITIES)			<u>190,074</u>		<u>148,929</u>
TOTAL NET ASSETS / (LIABILITIES)			<u><u>2,775,283</u></u>		<u><u>2,733,388</u></u>
THE FUNDS OF THE CHARITY:					
Unrestricted income funds					
- Building Funds - unrestricted	9.		1,715,584		1,674,460
- Building Funds - restricted (SPES)	4.		1,932		1,902
- Almoners Funds - unrestricted	8.		54,362		53,622
- Reserve on transfer of assets - Building Funds	9.		1,003,403		1,003,403
			<u>2,775,283</u>		<u>2,733,388</u>

The financial statements were approved by the Trustees on 16 June 2021 and signed on their behalf by:

Ms. Christine Hilcenko..... Chair

Mr. Brian Roberts.....Trustee

Notes 1 to 9 form part of these accounts

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2020

1. ACCOUNTING POLICIES:

a) ACCOUNTING BASIS AND STANDARDS:

The financial statements have been prepared under the historical cost convention as modified to include the revaluation of the freehold property and in accordance with Accounting Standards in the UK, the Financial Reporting Standard FRS 102, the Charities SORP FRS 102 and the Charities Act 2011.

The charity meets the definition of a public benefit entity under FRS 102.

b) INCOMING RESOURCES:

Recognition of incoming resources

These are included in the Statement of Financial Activities (SOFA) when:

- the charity becomes entitled to resources;
- the trustees are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

c) EXPENDITURE AND LIABILITIES:

Liability recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

d) TANGIBLE FIXED ASSETS AND DEPRECIATION:

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures & fittings	- 25% reducing balance
Office Equipment	- 25% reducing balance

e) PROPERTY REVALUATION:

The freehold property is revalued by the Trustees after obtaining professional assistance.

f) RESERVES POLICY:

The charity starts each year with one year's estimated expenditure in the bank excluding potential income and invested funds and in addition;-

The charity retains a reserve of £30,000 to cover annual maintenance, repairs and decorations to Hexagon House and the land in Surbiton Hill Road, including Cranhurst Lodge and an additional £10,000 for annual grants plus £11,000 for routine running costs.

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2020

2. ALMONERS FUNDS - Unrestricted

	2020		2019	
	£	£	£	£
INCOME:				
25% Dues from Lodges	272		661	
Donations from Lodges	36		606	
	<hr/>		<hr/>	
		308		1,267
Charitable activities - fund raising		0		0
Interest on Investments & savings accounts		682		115
		<hr/>		<hr/>
		990		1,382
EXPENDITURE: Unrestricted				
Direct Charitable Expenditure				
Grants to Brethren & Gifts	0		384	
	<hr/>		<hr/>	
		0		(384)
OTHER EXPENDITURE:				
Printing, postage & stationery	69		26	
Travelling & subsistence costs	0		0	
Sundries	180		180	
	<hr/>		<hr/>	
		(249)		(206)
TOTAL RESOURCES EXPENDED		<hr/>		<hr/>
		(249)		(590)
Net incoming / (outgoing) resources before transfers		<hr/>		<hr/>
		741		791
Transfer between funds - from Building Funds		<hr/>		<hr/>
		0		0
Net Incoming / (outgoing) resources		<hr/> <hr/>		<hr/> <hr/>
		741		791

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2020

3. BUILDINGS FUNDS - Unrestricted	2020		2019	
	£	£	£	£
INCOME:				
Rent from lodges and chapters	3,161		12,498	
Outside Obediences	990		3,626	
British Federation	4,000		4,000	
	<u>8,151</u>		<u>20,124</u>	
Rent : Cranhurst Lodge	13,750		13,750	
: Top floor flat	14,100		7,050	
Car Park	7,920		4,800	
		<u>43,921</u>		<u>45,724</u>
Grant - Kingston Council		<u>25,000</u>		<u>0</u>
		68,921		45,724
Interest on Investments & savings accounts		<u>1,403</u>		<u>573</u>
TOTAL INCOME		<u>70,324</u>		<u>46,297</u>
EXPENDITURE: Unrestricted				
Direct Charitable Expenditure & Donations		<u>(4,727)</u>		<u>(23,420)</u>
EXPENDITURES:				
Establishment Expenses :				
General Rates incl. water rates	<u>1,088</u>		<u>4,557</u>	
		1,088		4,557
Light & Heat	4,537		4,908	
- less contributions (Cranhurst)	(1,530)		(710)	
- less contributions (1st Floor)	<u>(209)</u>		<u>(268)</u>	
		2,798		3,931
Gardening expenses	1,600		1,440	
- less contributions	<u>(560)</u>		<u>(160)</u>	
		1,040		1,280
Cleaning & refuse collection expenses -includes wages & tax	2,077		4,007	
- less contributions	<u>(321)</u>		<u>(171)</u>	
		1,756		3,836
Insurance costs	2,995		3,153	
- less contributions	<u>(686)</u>		<u>(686)</u>	
		2,309		2,467
Repairs, renewals & maintenance - repairs & renewals	10,311		4,365	
		<u>10,311</u>		<u>4,365</u>
		<u>(19,302)</u>		<u>(20,436)</u>
Carried forward to page 17		<u>(24,029)</u>		<u>(43,856)</u>

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2020

	2020		2019	
	£	£	£	£
3. BUILDINGS FUNDS - Unrestricted (continued...)				
Brought forward from page 16		(24,029)		(43,856)
Administration Expenses :				
Communication costs	563		605	
Printing, postage & stationary	0		0	
Accountancy fees	2,400		2,484	
- under / (over) provision in respect of prior year	(84)		84	
Book keeping costs	880		1,478	
Administrator fees	1,000		2,000	
Legal & professional - estate agents	0		1,175	
Candle Purchases	0		93	
Staff welfare	64		340	
Depreciation on fixtures & fittings	296		395	
Depreciation on office equipment	51		68	
		<u>(5,171)</u>		<u>(8,722)</u>
TOTAL RESOURCES EXPENDED		<u>(29,200)</u>		<u>(52,578)</u>
Net incoming / (outgoing) resources before transfers		41,124		(6,281)
Transfer between funds		<u>0</u>		<u>0</u>
Net Incoming resources / (outgoings)		<u><u>41,124</u></u>		<u><u>(6,281)</u></u>
4. RESTRICTED FUNDS - SPES FUND		2020		2019
		<u>Building Funds Income</u>		<u>Building Funds Income</u>
		<u>(Restricted)</u>		<u>(Restricted)</u>
		£		£
Balance as at 1.1.2020		1,902		1,228
Income for the year - Donations from lodges		30		674
Expenditure :		0		0
		<u>1,932</u>		<u>1,902</u>
Balance as at 31.12.2020		<u><u>1,932</u></u>		<u><u>1,902</u></u>
<i>- represented by the bank balance</i>				

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2020

5. TANGIBLE FIXED ASSETS (Building Funds) - Unrestricted Funds	Freehold Property (Investment Property) £	Fixtures, Fittings £	Office Equipment £	Total £
<u>Cost or Valuation</u>				
At 1st January 2020	2,500,000	37,625	3,824	2,541,449
Additions during year	0	0	0	0
At 31 December 2020	2,500,000	37,625	3,824	2,541,449
<u>Depreciation</u>				
At 1st January 2020	0	36,440	3,618	40,058
Charge for the year	0	296	51	347
At 31 December 2020	0	36,736	3,669	40,405
<u>Net Book values</u>				
At 31.12.2020	2,500,000	889	155	2,501,044
<i>At 31.12.2019</i>	<i>2,500,000</i>	<i>1,185</i>	<i>206</i>	<i>2,501,391</i>

The trustees, after obtaining professional assistance, are of the opinion that the above carrying values fairly represent the property's market value as at 31st December 2019 and 2020.

On a historical cost basis, freehold land and buildings would have been included as follows:-

	2020 £	2019 £
Cost	975,000	975,000

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2020

6. INVESTMENTS	2020 £	2020 £	2019 £	2019 £
	<u>Almoners</u> <u>Funds</u> <i>(unrestricted)</i>	<u>Building</u> <u>Funds</u> <i>(unrestricted)</i>	<u>Almoners</u> <u>Funds</u> <i>(unrestricted)</i>	<u>Building</u> <u>Funds</u> <i>(unrestricted)</i>
Bank of Ireland: 1 year fixed term bond: b/f	37,948	35,121	37,948	35,121
National Savings Income Bonds: b/f	10,000	0	10,000	0
	47,948	35,121	47,948	35,121
Interest earned during year	570	526	0	0
	48,518	35,647	47,948	35,121

Represented by:	2020 £	2020 £	2020 £ TOTAL
Bank of Ireland 1.60 % Bond	38,518	35,647	74,166
National Savings Income Bonds	10,000	0	10,000
As above	48,518	35,647	84,166

7. DEBTORS	2020 £	2020 £	2019 £	2019 £
	<u>Almoners</u> <u>Funds</u> <i>(unrestricted)</i>	<u>Building</u> <u>Funds</u> <i>(unrestricted)</i>	<u>Almoners</u> <u>Funds</u> <i>(unrestricted)</i>	<u>Building</u> <u>Funds</u> <i>(unrestricted)</i>
Trade debtors - rent receivable	0	2,694	0	3,486
Prepayments and accrued income -				
- general rates incl. water	0	0	0	580
- insurance	0	2,271	0	2,140
	0	4,965	0	6,206

**THE CO-MASONIC BENEVOLENT FUND
NOTES TO FINANCIAL STATEMENTS**

FOR THE YEAR ENDING 31 DECEMBER 2020

8. CREDITORS-amounts falling due within one year:-	2020	2020	2019	2019
	£	£	£	£
	<u>Almoners Funds</u>	<u>Building Funds</u>	<u>Almoners Funds</u>	<u>Building Funds</u>
	<u>(Restricted / unrestricted)</u>	<u>(unrestricted)</u>	<u>(Restricted / unrestricted)</u>	<u>(unrestricted)</u>
Trade creditors	0	613	0	1,230
Other Creditors- tenant's deposit	0	2,625	0	2,625
Other Creditors- tenant's rent paid in advance	0	3,438	0	0
Accruals	0	2,400	0	2,484
	0	9,075	0	6,339

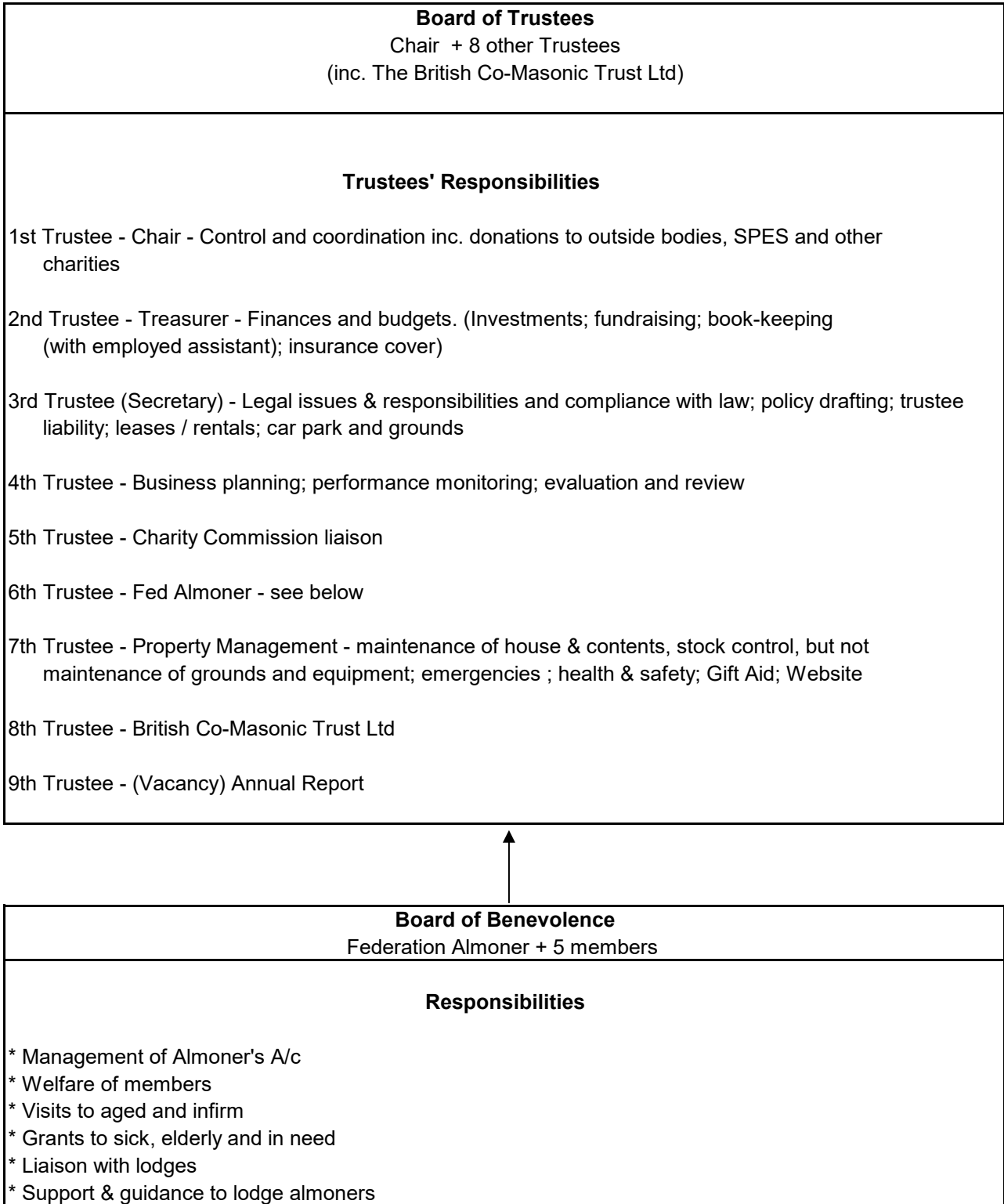
9. UNRESTRICTED FUNDS	<u>Building Funds Income</u>	<u>Building Funds Reval'tion</u>	<u>Almoners Funds Income</u>	<u>Reserves on transfer of assets</u>	<u>Total</u>
	<u>(unrestricted)</u>	<u>(unrestricted)</u>	<u>(unrestricted)</u>	<u>(unrestricted)</u>	
	£	£	£	£	£
Balance as at 1.1.2020	149,460	1,525,000	53,621	1,003,403	2,731,486
Surplus / (deficit) for year					
- Buildings Funds	41,124	0	0	0	41,124
- Almoners Funds	0	0	741	0	741
Balance as at 31.12.2020	190,584	1,525,000	54,362	1,003,403	2,773,352

RESTRICTED FUNDS - SPES FUND	2020
	<u>Building Funds Income</u>
	<u>(Restricted)</u>
	£
Balance as at 1.1.2020	1,902
Surplus / (deficit) for year	30
Balance as at 31.12.2020	1,932
- represented by the bank balance	

**THE CO-MASONIC BENEVOLENT FUND
ORGANISATIONAL STRUCTURE**

FOR THE YEAR ENDING 31 DECEMBER 2020

APPENDIX 1



**THE CO-MASONIC BENEVOLENT FUND
ASSESSMENT OF TARGETS IN BUSINESS PLAN FOR 2020**

FOR THE YEAR ENDING 31 DECEMBER 2020

APPENDIX 2

Objectives	Actions and targets	Achievements
Provide financial assistance to all members who are known to need it	<input type="checkbox"/> Supplement the income to a maximum of £140 for single Brethren and £150 per couple per month for all members in-capable of self care due to age or infirmity, according to agreed criteria. <input type="checkbox"/> Donate up to 15% of annual surplus to the Almoner's Fund (when required) <input type="checkbox"/> Provide emergency funds up to a maximum of £2,000 to members suffering genuine financial hardship as a one off - through no fault of their own, according to agreed criteria <input type="checkbox"/> A provision to grant an interest free loan facility to Brethren who are in financial need; a figure of up to £1,000 to be repaid within a timescale individually agreed; but within 12 months. Brethren to meet the usual conditions applied regarding eligibility.	<p>A total of £0 was given to Brethren in need in the period.</p> <p>No cases identified.</p> <p>No cases identified.</p>
Provide pastoral care to all members who are known to need such care	<input type="checkbox"/> Provide occasional visits or gifts to elderly and/or infirm members not in need of regular assistance to benefit their general well - being or to meet a specific need. <input type="checkbox"/> Liaise and communicate with elderly and infirm members who are not able to attend lodges due to age or infirmity. <input type="checkbox"/> Regular communication by email, phone or post and other forms of digital media <input type="checkbox"/> Promote greater interest and better pastoral support through the Board of Benevolence visits to lodges.	<p>The Almoner has made visits to homes, care homes, and has also been in contact with people in need by phone calls, letters, Emails and text messages.</p>
<p>1. Support national and local charities, whose aims are to relieve poverty and distress, in areas local to lodges in the British Federation.</p> <p>2. Support worthy causes anywhere in the world.</p> <p>3. Support national and local charities and or causes whose aims are related to the achievement of potential.</p>	<p>1. <input type="checkbox"/> Identify suitable national and local charities <input type="checkbox"/> To make a donation of up to 30% of the annual surplus in 2020 (as a guideline)</p> <p>2. <input type="checkbox"/> Identify worthy causes and allocate appropriate funds in addition to Lodge contributions. <input type="checkbox"/> Sponsor four children in Lomé, Togo, until self-sufficient. <input type="checkbox"/> Monitor world catastrophes and donate funds accordingly.</p> <p>3. <input type="checkbox"/> Identify suitable national and local charities or causes <input type="checkbox"/> Make donations up to 25% (as a guideline) of the annual surplus in 2020.</p>	<p>2. <input type="checkbox"/> Our sponsorship of four children in Togo via SPES. £3,127 paid for 2020.</p> <p>3. <input type="checkbox"/> A talented but disadvantaged boy has been selected for education at Reigate Grammar School and the Fund pays £1,600 per year for 7 years towards his fees (Commencing September 2015). ; £1,600 was donated to Kingston University Care Leavers Scheme.</p>