

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

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

FOR THE YEAR ENDING 31 DECEMBER 2020

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**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	741	791	41,124	(6,281)	30	674	41,896	(4,815)
- C/f to next page								

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
							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

		31-Dec-20		31-Dec-19	
	<u>Notes</u>	£	£	£	£
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		<u>61</u>		<u>27</u>	
			188,215		143,203
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><u>2,775,283</u></u>		<u><u>2,733,388</u></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	
		308		1,267
Charitable activities - fund raising		0		0
Interest on Investments & savings accounts		682		115
		990		1,382
EXPENDITURE: Unrestricted				
Direct Charitable Expenditure				
Grants to Brethren & Gifts	0		384	
		0		(384)
OTHER EXPENDITURE:				
Printing, postage & stationery	69		26	
Travelling & subsistence costs	0		0	
Sundries	180		180	
		(249)		(206)
TOTAL RESOURCES EXPENDED		(249)		(590)
Net incoming / (outgoing) resources before transfers		741		791
Transfer between funds - from Building Funds		0		0
Net Incoming / (outgoing) resources		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	<u>7,920</u>		<u>4,800</u>	
		43,921		45,724
 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	<u>10,311</u>		<u>4,365</u>	
		10,311		4,365
		<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>41,124</u>		<u>(6,281)</u>
4. RESTRICTED FUNDS - SPES FUND				
		2020		2019
		<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 1.1.2020		1,902		1,228
Income for the year - Donations from lodges		30		674
Expenditure :		0		0
		<u></u>		<u></u>
Balance as at 31.12.2020		<u>1,932</u>		<u>1,902</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 £ <u>Almoners</u> <u>Funds</u> (unrestricted)	2020 £ <u>Building</u> <u>Funds</u> (unrestricted)	2019 £ <u>Almoners</u> <u>Funds</u> (unrestricted)	2019 £ <u>Building</u> <u>Funds</u> (unrestricted)
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 £ <u>Almoners</u> <u>Funds</u> (unrestricted)	2020 £ <u>Building</u> <u>Funds</u> (unrestricted)	2019 £ <u>Almoners</u> <u>Funds</u> (unrestricted)	2019 £ <u>Building</u> <u>Funds</u> (unrestricted)
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 £ <u>Almoners</u> <u>Funds</u> (Restricted / unrestricted)	2020 £ <u>Building</u> <u>Funds</u> (unrestricted)	2019 £ <u>Almoners</u> <u>Funds</u> (Restricted / unrestricted)	2019 £ <u>Building</u> <u>Funds</u> (unrestricted)
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
	<u>0</u>	<u>9,075</u>	<u>0</u>	<u>6,339</u>

9. UNRESTRICTED FUNDS	<u>Building</u> <u>Funds</u> <u>Income</u> (unrestricted)	<u>Building</u> <u>Funds</u> <u>Reval'tion</u> (unrestricted)	<u>Almoners</u> <u>Funds</u> <u>Income</u> (unrestricted)	<u>Reserves on</u> <u>transfer of</u> <u>assets</u> (unrestricted)	<u>Total</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	<u>190,584</u>	<u>1,525,000</u>	<u>54,362</u>	<u>1,003,403</u>	<u>2,773,352</u>

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

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

FOR THE YEAR ENDING 31 DECEMBER 2020

APPENDIX 1

Board of Trustees Chair + 8 other Trustees (incl. The British Co-Masonic Trust Ltd)
<p style="text-align: center;">Trustees' Responsibilities</p> <p>1st Trustee - Chair - Control and coordination incl. 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>
↑
Board of Benevolence Federation Almoner + 5 members
<p style="text-align: center;">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 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>.</p> <p>2. <input type="checkbox"/> Our sponsorship of four children in Togo via SPES. £3,127 paid for 2020.</p> <p>.</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>