

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

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**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	271	(23)	(39,039)	5,300	55	100	(38,713)	5,377
- 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 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
							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

		31-Dec-22		31-Dec-21	
	<u>Notes</u>	£	£	£	£
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		<u>0</u>		<u>47</u>	
			157,716		197,047
CREDITORS : Amounts falling due within one year	8.		<u>(13,415)</u>		<u>(9,726)</u>
NET CURRENT ASSETS / (LIABILITIES)			155,979		195,710
TOTAL NET ASSETS / (LIABILITIES)			<u>2,741,946</u>		<u>2,780,659</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		<i>10</i>	
Donations from Lodges	190		<i>180</i>	
		313		<i>190</i>
Charitable activities - fund raising		0		<i>0</i>
Interest on Investments & savings accounts		671		<i>2</i>
		984		<i>192</i>
EXPENDITURE: Unrestricted				
Direct Charitable Expenditure				
Grants to Brethren & Gifts	420		<i>0</i>	
		(420)		<i>0</i>
OTHER EXPENDITURE:				
Printing, postage & stationery	118		<i>105</i>	
Sundries	175		<i>110</i>	
		(293)		<i>(215)</i>
TOTAL RESOURCES EXPENDED		(713)		<i>(215)</i>
Net incoming / (outgoing) resources before transfers		271		<i>(23)</i>
Transfer between funds - from Building Funds		0		<i>0</i>
Net Incoming / (outgoing) resources		271		<i>(23)</i>

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>		<u>1,111</u>	
		3,619		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				
		<u>2022</u>		<u>2021</u>
		<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 £	<i>2021</i> £
Cost	975,000	<i>975,000</i>

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> (unrestricted)	2022 £ <u>Building</u> <u>Funds</u> (unrestricted)	2021 £ <u>Almoners</u> <u>Funds</u> (unrestricted)	2021 £ <u>Building</u> <u>Funds</u> (unrestricted)
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 - Maturity date: 28.10.2024	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> (unrestricted)	2022 £ <u>Building</u> <u>Funds</u> (unrestricted)	2021 £ <u>Almoners</u> <u>Funds</u> (unrestricted)	2021 £ <u>Building</u> <u>Funds</u> (unrestricted)
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

Board of Trustees Chair + 8 other Trustees (inc. The British Co-Masonic Trust Ltd)
<p style="text-align: center;">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>

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
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 24 years – 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	