

**THE ROYAL AIR FORCES ASSOCIATION WITHAM & RIVENHALL
(NO.327) BRANCH**

Unincorporated association

Report and Financial Statements

For the year ended 31 December 2020

Charity number: 231540

THE ROYAL AIR FORCES ASSOCIATION WITHAM & RIVENHALL
(NO.327) BRANCH
Financial Statements for the Year Ended 31 December 2020

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**THE ROYAL AIR FORCES ASSOCIATION WITHAM & RIVENHALL
(NO.327) BRANCH**

Financial Statements for the Year Ended 31 December 2020

Trustees

CHAIRMAN	T Gill
SECRETARY	Paul Brooker
TREASURER	Andy Willsher
COMMITTEE MEMBERS	W Clark
	D Waite
	S Stevens
	C Card

Registered address

Howbridge Road
Witham
Essex
CM8 1BX

Independent examiners

Viewpoint Accountants Ltd
Burgundy Court
64-66 Springfield Road
Chelmsford
Essex
CM2 6JY

**THE ROYAL AIR FORCES ASSOCIATION WITHAM & RIVENHALL
(NO.327) BRANCH**

Report of the Trustees for the Year Ended 31 December 2020

Report of the Trustees for the Year Ended 31 December 2020

The trustees are pleased to present their report together with the financial statements of the charity for the year ended 31 December 2020.

Legal and administrative information set out on page 1 forms part of this report.

Object of the charity

The Association is incorporated by Royal Charter and its object is:-

The Object for which the Association is established is to promote, through the comradeship engendered by its members, the welfare by charitable means of all serving and former members of the Commonwealth Air Forces, their spouses and dependants, together with the widows and widowers and dependants of those who died whilst serving or subsequently.'

There have been no changes in objectives since the last annual report.

Investment policy

Under the constitution of the association, the charity has the power to make any investments which the trustees see fit.

Review of activities and financial information

The increase in the General Fund was £1,084 (2019: £7,496 decrease). The Branch accumulated fund stands at £118,994 (2019: £117,910).

The Welfare Fund has increased by £nil (2019: £nil) and stands at £10,543 (2019: £10,543) subject to further information, and is regarded as a designated restricted fund.

The total amount remitted by the Branch to the Association's HQ 2019 Annual Wings appeal was £nil (2019: £10,000).

Reserves policy

To endeavour to maintain sufficient reserves to cover 6 months unrestricted expenditure.

Risk management

The trustees have examined the major strategic, business and operational risks which the charity faces and confirm that systems have been established to enable regular reports to be produced so that the necessary steps can be taken to lessen these risks.

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Independent examiner

A resolution will be proposed at the Annual General Meeting that Viewpoint Accountants Limited be reappointed independent examiners to the charity.

Approved by the trustees on xx/xx/xxxx and signed on their behalf by:

T Gill
Chairman

**THE ROYAL AIR FORCES ASSOCIATION WITHAM & RIVENHALL
(NO.327) BRANCH**

Independent Examiners' Report to the Trustees

We report on the accounts of THE ROYAL AIR FORCES ASSOCIATION WITHAM & RIVENHALL (No.327) BRANCH for the year ended 31 December 2020 which are set out on pages 4 to 9.

Respective responsibilities of Trustee and Examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 144 of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts (under section 145 of the Act);
- to follow the Directions made under section 145 (5) (b) of the Act;
- the charity keeps accounting records under section 130 of the Act; and
- the accounts comply with the requirements of the 2011 Act.

Basis of Independent Examiners Report

Our examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and the seeking of explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and, consequently, we do not express an audit opinion on the view given by the accounts.

Independent Examiner's Statement

In connection with our examination, we were unable to confirm the balance on the Welfare account at the year end or determine whether there had been any movement on the account throughout the accounting period. Despite requests, the committee member responsible for these statements has not provided any information. Our opinion on the accounts therefore excludes the Welfare account.

On all other areas of the accounts, we have not identified any matters:

1 Which gives reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records as required by law;
- to prepare accounts which agree with those accounting records.

have not been met; or

2 To which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Vicky Coffman FCCA
Viewpoint Accountants Limited
Accountants

**THE ROYAL AIR FORCES ASSOCIATION WITHAM & RIVENHALL
(NO.327) BRANCH**

Receipts and Payments Account for the year ended 31 December 2020

	<u>Notes</u>	<u>Restricted Funds Welfare</u>	<u>Unrestricted Funds</u>	<u>2020</u>	<u>2019</u>
		£	£	£	£
Receipts					
Branch general	2	-	26,574	26,574	16,774
Total incoming receipts		-	26,574	26,574	16,774
Payments					
Branch general	3	-	25,490	25,490	24,270
Total outgoing payments		-	25,490	25,490	24,270
Net (payments)/receipts for the year		-	1,084	1,084	(7,496)
Total funds brought forward		10,543	117,910	128,453	135,949
Total funds carried forward		<u>10,543</u>	<u>118,994</u>	<u>129,537</u>	<u>128,453</u>

All of the results relate to continuing activities

The notes on pages 7 to 10 form part of these financial statements

**THE ROYAL AIR FORCES ASSOCIATION WITHAM & RIVENHALL
(NO.327) BRANCH**

Statement of Assets and Liabilities at 31 December 2020

	<u>Notes</u>	<u>2020</u> £	<u>2019</u> £
Fixed assets			
Tangible assets	5	71,470	73,580
Current assets			
Cash at bank in hand			
Current treasurers		46,316	48,841
Wings appeal		3,740	71
Other debtor		2,050	
Welfare		7,961	7,961
		<u>60,067</u>	<u>56,873</u>
Current liabilities			
Other creditors		<u>2,000</u>	<u>2,000</u>
		<u>2,000</u>	<u>2,000</u>
Total Assets		<u><u>129,537</u></u>	<u><u>128,453</u></u>
Funds			
Unrestricted funds	6	118,994	117,910
Restricted funds	7	10,543	10,543
Total Funds Carried Forward	8	<u><u>129,537</u></u>	<u><u>128,453</u></u>

Approved by the trustees on xx/xx/xxxx and signed on their behalf by:

T Gill
Chairman

**THE ROYAL AIR FORCES ASSOCIATION WITHAM & RIVENHALL
(NO.327) BRANCH**

Notes to the Financial Statements for the Year Ended 31 December 2020

1 Accounting policies

The principal accounting policies which are adopted consistently in the preparation of the financial statements are set out below.

The financial statements have been prepared on a receipts and payments basis in accordance with section 133 of the Charities Act 2011, and as required by RAF HQ. Hence no adjustment is made for prepayments or accruals.

a) Tangible fixed assets and depreciation

Land and buildings are included in the balance sheet at cost. No provision is made for their depreciation. Equipment, fixtures and fittings are depreciated at 20% straight line method.

b) VAT

The charity is not registered for VAT and accordingly expenditure includes VAT where appropriate.

c) Fund accounting

The funds held by the charity are either:

- *Unrestricted general funds* - these are funds which can be used in accordance with the charitable objectives at the discretion of the trustees.
- *Designated funds* - these are funds set aside by the trustees out of the unrestricted funds for specific future purposes or projects.
- *Restricted funds* - these are funds that can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.
- *Endowment funds* - these are funds that represent assets which must be held permanently by the charity. Income arising from the endowment fund can be used in accordance with the objects of the charity and is included in unrestricted income. Any capital gains or losses arising on the investments form part of the fund. Investment management charges and legal advice relating to the fund are charged against the fund.

THE ROYAL AIR FORCES ASSOCIATION WITHAM & RIVENHALL
(NO.327) BRANCH
Notes to the Financial Statements
for the Year Ended 31 December 2020 (continued)

2 Receipts income		
	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
Subscriptions		
Ordinary	1,365	2,386
Less: Remitted to HQ		
HQ Rebate		470
Branch associate members	4,714	3,921
Less: Remitted to club	(4,714)	(3,921)
	<u>1,365</u>	<u>2,856</u>
Other		
Wings appeal	2,398	7,018
HMRC Receipts	15,911	-
Welfare appeal (restricted)	-	-
Rent received	6,900	6,900
	<u>25,209</u>	<u>13,918</u>
Total	<u>26,574</u>	<u>16,774</u>

3 Allocation of payments		
	<u>2020</u>	<u>2019</u>
	<u>£</u>	<u>£</u>
Donations	5,000	12
Wings Appeal	-	10,000
Repairs and renewals	1,802	5,870
Stationery, photocopier, promotion and newsletters	207	1,167
Insurance	1,887	-
Transfers to club	11,812	
Gardening	165	341
Entertaining	456	180
Accountancy	1,872	1,716
Computer	-	811
Subscriptions	-	1,836
Depreciation	2,110	2,110
Bank charges	179	227
	<u>25,490</u>	<u>24,270</u>

**THE ROYAL AIR FORCES ASSOCIATION WITHAM & RIVENHALL
(NO.327) BRANCH
Notes to the Financial Statements
for the Year Ended 31 December 2020 (continued)**

4 Taxation

The charity is exempt from Corporation Tax on its charitable activities.

5 Tangible fixed assets

	<u>Land and buildings</u> £	<u>Equipment fixtures and fittings</u> £	<u>Total</u> £
Cost:			
At 1 January 2020	69,360	10,550	79,910
Additions			-
At 31 December 2020	69,360	10,550	79,910
Depreciation:			
At 1 January 2020	-	6,330	6,330
Charge for the year	-	2,110	2,110
At 31 December 2020	-	8,440	8,440
Net book value:			
At 31 December 2020	69,360	2,110	71,470
At 31 December 2019	69,360	4,220	73,580

6 Unrestricted funds

	<u>Balance at 1 January 2020</u>	<u>Incoming receipts</u>	<u>Outgoing payments</u>	<u>Transfers</u>	<u>Balance at 31 December 2020</u>
Wings appeal	(3,301)	2,398	-		(903)
Other	(9,227)	24,176	(25,490)		(10,541)
General fund	130,438				130,438
	<u>117,910</u>	<u>26,574</u>	<u>(25,490)</u>	<u>-</u>	<u>118,994</u>

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Notes to the Financial Statements
for the Year Ended 31 December 2020 (continued)

7 Restricted funds

	<u>Balance at</u> <u>1 January</u> <u>2020</u>	<u>Incoming</u> <u>receipts</u>	<u>Outgoing</u> <u>payments</u>	<u>Transfers</u>	<u>Balance at</u> <u>31</u> <u>December</u> <u>2020</u>
Brought forward balance	10,543	-	-	-	10,543
Carried forward balance	<u>10,543</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>10,543</u>

8 Analysis of net assets among funds

	<u>Restricted</u> <u>funds</u> <u>£</u>	<u>General</u> <u>funds</u> <u>£</u>	<u>2020</u> <u>£</u>	<u>2019</u> <u>£</u>
Fund balances at 31 December 2019 are represented by:				
Tangible fixed assets	-	71,470	71,470	73,580
Net current assets	<u>10,543</u>	<u>47,524</u>	<u>58,067</u>	<u>54,873</u>
	<u>10,543</u>	<u>118,994</u>	<u>129,537</u>	<u>128,453</u>