

Trustees' Annual Report for the period						
Period start date			To	Period end date		
Day 01	Month 01	Year 2021		Day 01	Month 12	Year 2021

Section A

Reference and administration details

Branch name

MELTON MOWBRAY

(referred to hereinafter as either the "Branch" or the "Charity")

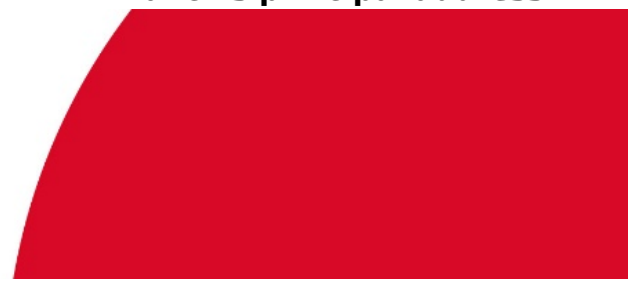
Other names / number Branch is known by

774

Registered charity number (if any)

231562

Branch's principal address



MELTON MOWBRAY

LEICESTERSHIRE

Postcode
LE130HR

Names of the Branch charity trustees who manage the charity (generally known as the Branch Committee)

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	PHILIP TAYLOR	COMMITTEE MEMBER	09/11/19	BRANCH MEMBERSHIP
2	TOBY BURTON	CHAIRMAN	09/11/19	"
3	BRENDA COX	SECRETARY	24/05/19	"
4	PAUL KENNINGTON-DAWE	TREASURER	08/09/20	"
5	BRIAN FARE	WELFARE/WINGS OFFICER	09/11/19	"
6	JOHN HINKS	COMMITTEE	10/10/20	"

7	NEIL BOWLES	COMMITTEE MEMBER	23/03/21	"
8	HAROLD JARVIS	PRESIDENT	9/11/19	"
9	PAUL DAVIES	VICE PRESIDENT	9/11/19	"
10				
11				
12				
13				
14				
15				

Names of any other trustees for the Branch (for example, any custodian trustees in relation to branch property)

Name	Dates acted if not for whole year
N/A	

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
N/A		

Section B Structure, governance and management

Description of the branch's trusts

Type of governing document (e.g. trust deed, constitution)	Royal Charter, Rules, Byelaws, Area and Branch Regulations of the Royal Air Forces Association.
How the Branch charity is constituted (e.g. trust, association, company)	Unincorporated association
Trustee selection methods (e.g. elected, appointed, nominated)	Elected by the branch membership

Additional governance issues (Optional information)

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

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

Charity's organisational structure

The charity is a branch of the Royal Air Forces Association which is a Royal Charter body and registered as a charity in England and Wales under number 226686 and in Scotland under SC037673 ("the Association"). The Association has many branches all of which share the same charitable object as the Association and are subject to the same constitution.

Trustee induction and training

All trustees continue to receive up to date information.

Related party relationships - club (if operated)

The branch has a very good relationship with its club and works closely with its committee.

Risk management

Measures have been put in place to make sure branch and club do not have the same members serving on both committees to avoid conflict of interest.

There are two completely different committees.

The secretaries of both committees are 'in attendance' at each other meetings but are not members of that committee and have no voting powers.

Health and Safety tool kit in use for all procedures.

Trustees continue to assess the risk on how to spend charitable funds.

Section C

Objectives and activities

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

To promote, through the comradeship engendered by its members, the welfare by charitable means of all serving and former members of Her Majesty's Air Forces, their spouses and dependents, together with the widows and widowers and dependents of those who died whilst serving or subsequently.

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

Due to the Coronavirus pandemic, there was no face-to-face fundraising activity, i.e. street collection, but static collection boxes were in shops, pubs and restaurants in the town centre.

The local RAFAC carried out virtual functions and in house events to raise funds for the Wings Appeal.

The branch restarted Brew for the Few coffee mornings and its monthly quiz in the second half of the year. All proceeds to the Wings Appeal.

A Christmas Draw was held this year raising £177 for the Wings Appeal.

The branch Welfare Officer was still unable to carry out home visits but continued the work through phone calls and email.

Over 70's calls were reduced as the branch HQ and club was open again but still target the single and vulnerable.

All Trustees continue to act in accordance with CC guidelines.

Additional details of objectives and activities (Optional information)

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

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

We have no policy investment plan as such as our branch does not have large sums of money but tries to keep a reserve of £10000 to help towards the running costs of the property and the day to day running of the branch.

The Armed Forces Covenant Fund Trust awarded the branch a grant of £121000 for a major refurbishment including new disabled facilities, ladies and gents toilets, kitchen, level access to the entrance and down stairs rooms, new roof, new fenced outdoor seating area with a memorial garden, a new storage facility, a new security fence running the length of the property and driveway post to protect carpark users.

A large group of members helped in this project volunteering their time especially in clearing the premises ready for work to commence and after getting it ready again for the grand

i.e. painting, gardening etc. we still find it difficult to find people to take committee/trustee positions.

Section D

Achievements and performance

Summary of the main achievements of the branch during the year

Organised our local Battle of Britain Wreath Laying Ceremony in the towns Memorial Gardens.

Laid Poppy crosses on War graves in the local cemetery.

Supported the local RBL on the Armistice parade and laid a wreath.

Members along with the branch standard attended all these events following government guidelines.

Wings Appeal some £300 up on last year. £4310.23 for 2021, most of this was raised online through Just giving.

We did not claim the Wings rebate this year. But donated £1000 to Connections for Life.

Branch was able to make contributions to the Wings Appeal this year as the coffee morning and quiz have started again. A Christmas Draw was also held.

Welfare Officer continues to work remotely through phone, email and text, Targeting the lonely and vulnerable.

Organised a grand reopening event to promote the local branch within the town, this was attended by local dignitaries and RAFA HQ officials this raised awareness of the branch and its works within Melton Borough.

Brief statement of the branch's policy on reserves

It is the branches policy to hold £10000 in reserve for the day to day running and upkeep of the property.

Details of any funds materially in deficit

None

Further financial review details (Optional information)

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

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

The branches main source of income is the rent paid by the Tornado Club and by renting carpark spaces to a neighbouring Dental Practice and a private individual.

All our events are self-funded and surplus monies donated to branch/welfare or Wings whichever the function was arranged for.

Wings Appeal monies goes directly to RAFA HQ to carry out its charitable purpose.

The branch membership rebate was claimed back this year, this goes into the general fund to help run and maintain the building, to run the branch and to promote the organisation in the wider public.

Section F

Other optional information

None.

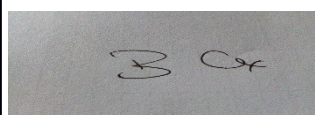
Section G

Declaration

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

Signed on behalf of the branch's trustees

Signature(s)




**Position (eg
Secretary, Chair, etc)**

Secretary

Date

22/03/2022

REGISTERED CHARITY NUMBER: 231562

THE ROYAL AIR FORCE ASSOCIATION BRANCH

RECEIPTS AND PAYMENTS ACCOUNTS

FOR THE YEAR ENDED

31 DECEMBER 2021

THE ROYAL AIR FORCE ASSOCIATION BRANCH

The trustees present the statement of accounts of the charity for the year ended 31 December 2021

LEGAL AND ADMINISTRATIVE REPORT

TRUSTEES

The trustees who held office during the year were:

Mr P Davies

Mrs B Cox

Mr P Kennington-Dawe

Mr T Burton

Mr P Taylor

Mr J Jinks

Mr H Jarvis

SECRETARY

Mrs B Cox

The title deeds of the Branch's property is held by the National 'Royal Air Forces Association'.

OBJECTIVES AND ACTIVITIES

The Charity's principal activity continued to be that of raising funds for the welfare of ex-service And serving persons and their families. The charity is a registered charity, number 231562. The principal address of the charity is 24 Asfordby Road, Melton Mowbray, Leicestershire, LE13 0HR.

ACHEIVEMENTS, PERFORMANCE AND FINANCIAL REVIEW

The results for the year are shown in the receipts and payments account on page 4. During the Year the charity contributed funds to the head office in support of the charities objectives.

The funds movement in the year as shown on page 3.

The trustees intend to continue the charity's operation in the above manner,

STRUCTURE GOVERNANACE & MANAGEMENT

The governing document of the branch is the Head Office Rules and Regulations that pertain to Branches.

The recruitment and appointment of new trustees are in accordance with the above rules and Regulations.

Approved by the trustees on

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Independent Examiner's Report to the Trustees of The Royal Air Force Association Branch

I report on the accounts of the charity for the year ended 31 December 2021 which are set out on pages 3 to 6.

Respective responsibilities of the trustees 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(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

Examine the accounts under section 145 of the 2011 Act;

Follow the procedures laid down in the general directions given by the Charity Commission under section 145(5) (b) of the 2011 Act; and

State whether particular matters have come to my attention.

Basis of Independent examiner's report

My examination was carried out in accordance with general directions given by the Charity Commission. An examination included a review of the account 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, seeking 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 no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. that gives my reasonable cause to believe that, in any material respect, the requirements:
to keep accounting records in accordance with section 130 of the 2011 Act;
and
to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act
have not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

ANN BONDAssociated Accountancy Services Limited

14/3/22

THE ROYAL AIR FORCE ASSOCIATION BRANCH

RECEIPTS AND PAYMENTS ACCOUNT

FOR THE YEAR ENDED 31 DECEMBER 2021

UNRESTRICTED

	2021	2020
RECEIPTS		
Members fees and subscription	683	514
Membership rebate	746	829
Club Rent	1,992	2,334
Car Park Rent	3,390	2,475
Donation	1,338	188
Repairs & Renewals	121,812	
Sundry Income	15	
Deposit account interest	-	3
TOTAL RECEIPTS	129,976	6,343
PAYMENTS		
Remitted to headquarters	659	654
Rates and water	203	-580
Insurance	450	-318
Heat & Light	598	900
Postage & stationery	16	-
Repairs and renewals	123,909	6,680
Sundry expenses	279	689
Flowers and wreaths	66	47
Fire Alarm System	158	-
TOTAL PAYMENTS	126,338	8,072
NET RECEIPTS FOR THE YEAR	3,638	-1,729

THE ROYAL AIR FORCE ASSOCIATION BRANCH

STATEMENT OF ASSETS AND LIABILITIES

AS AT 31 DECEMBER 2021

	2021	2020
MONETARY ASSETS		
Bank - current account	12,652	7,447
Deposits account	3,519	3,518
Club account	<u>-214</u>	<u>1,354</u>
NET ASSETS	<u>15,957</u>	<u>12,319</u>

Unrestricted funds:

Balance at 1 January 2021	10,862	12,591
Net receipts/(payments) for the year	<u>3,638</u>	<u>-1,729</u>
Balance at 31 December 2021	14,500	10,862

**Restricted funds:
Refurbishment fund**

Net receipts for the year	792	792
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Memorial Funds

Net receipts for the year	665	665
	<u>15,957</u>	<u>12,319</u>

Approved by the trustees on

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Mrs B Cox

THE ROYAL AIR FORCE ASSOCIATION BRANCH

NOTES REGARDING THE PREPARATION OF THE STATEMENT OF ACCOUNTS

Member's fees and subscriptions

Member's fees and subscriptions received from the members are included in the receipts and payments account on receipt.

Payments

All payments and invoices awaiting payment are included in the receipts and payments account.

Fixed assets

Original assets of the charity at historical cost are as follows;

	2021	2020
FIXED ASSETS		
Storage shed	85	85
Fixtures and fittings	<u>1828</u>	<u>1828</u>
	<u>1913</u>	<u>1913</u>

Funds accounting

Funds held by the charity are:

Unrestricted general funds - these are funds - these are funds which can be used in accordance with charitable objects

Restricted refurbishment fund - these funds are used to refurbish the Melton Branch Property at the discretion of the trustees

Restricted memorial fund - The memorial donations were received from Melton Aviation Group for the two specific memorials, the National Arboretum £250 and the Wellington Memorial £415.

Independent Examiner's Report

**Report to the
trustees /
management
committee of**

Branch / Branch Club Name

**On accounts for the
year ended**

**Charity
no (if
any)**

**Independent
examiner's
statement**

You are responsible for the preparation of the accounts in accordance with applicable legal requirements.

I have completed my examination of the accounts of the charity.

I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below*) which give me cause to believe that:

- ☐ the accounting records were not sufficient to show and explain all the (Branch/Branch Club's) transactions for the year
- ☐ the accounts did not accord with the accounting records; or
- ☐ the accounts did not contain a sufficient record of the assets and liabilities of the (Branch/Branch Club)

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn.

** Please delete the words in the brackets if they do not apply.*

Signed:

Date:

Name:

Disclosure

Only complete if the examiner needs to highlight material matters of concern

Give here brief details of any items that the examiner wishes to disclose.