

# THE ROYAL AIR FORCES ASSOCIATION - CHELTENHAM BRANCH

England & Wales · Charity number 231667

## Details

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**Other names** R A F A CHELTENHAM BRANCH

**Status** Registered

**Legal form** Other

**Registered** 1963-11-19

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

## Contact

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**Address** 1 Royal Crescent  
Cheltenham  
Gloucestershire  
GL50 3DA

**Phone** 01242524384

**Email** [rafacheltenham@gmail.com](mailto:rafacheltenham@gmail.com)

## Activities

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**Objects:** AS PER RAFA CORPORATE BODY 226686

**Activities:** The Branch appoints a Hon Welfare Officer to deal with the provision of welfare to those in the area by dispensing welfare and information throughout the year. The Association participated in the yearly Wings Appeal Fund. The Branch provides social activities and events for members of the Branch

## Classification

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- **How:** Makes Grants To Individuals, Makes Grants To Organisations, Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives, Disability, The Prevention Or Relief Of Poverty, Accommodation/housing, Other Charitable Purposes
- **Who:** Elderly/old People, People With Disabilities, Other Charities Or Voluntary Bodies, Other Defined Groups

## Geography

- **Area of benefit:** CHELTENHAM
- Gloucestershire

## Finances

Period end	Income	Expenditure	Assets	Employees
2025-12-31	£57,367	£43,552	-	-
2024-12-31	£54,427	£89,702	-	-
2023-12-31	£54,554	£57,149	-	-
2022-12-31	£58,380	£52,023	-	-
2021-12-31	£48,826	£112,204	-	-

## Trustees

Name	Role	Appointed
<b>Michael Kenneth Bryant</b>	Chair	2018-10-30
Angela Hawley		2023-05-24
MOYNE JANE BLAKE		
Nicholas Price		2022-07-07
Richard Osler		2023-02-02
Robert Hargrove		2026-02-19
Sir Dusty Miller KBE		2023-03-27
Stephen Poulton		2023-02-02
Stephen Sanders		2026-02-19
Wing Commander Gordon Goodman OBE		2024-07-11

**THE ROYAL AIR FORCES ASSOCIATION - CHELTENHAM BRANCH**

England & Wales - Charity number 231667

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# Accounts

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Trustees' Annual Report for the period	
Period start date	Period end date
01 January 2025	31 December 2025

## Section A: Reference and administration details

<b>Branch Name</b>	Cheltenham
<b>Other names / number Branch is known by</b>	
<b>Registered charity number (if any)</b>	231667
<b>Branch's principal address</b>	1 Royal Crescent
	Cheltenham
	Gloucestershire
	GL50 3DA

**Names of the Branch charity trustees who manage the charity (generally known as the Branch Committee) (Please include all trustees for the Branch including custodian trustees in relation to branch property) (Note: Details required are for the period 1 Jan – 31 Dec 25 only)**

	Trustee name	Office (if any)	Dates acted if not for whole year
1	Michael Bryant	Chair	
2	Angela Hawley	Vice-Chair	Acting Treasurer from July 2025
3	Richard Osler	Secretary	Leader of Military History Group
4	Stephen Poulton	Treasurer	Until July 2025, remained Trustee
5	Sir Dusty Miller	Branch President	
6	Keith Baalham	Conference Delegate	Conference Delegate post discontinued October 2025, remained Trustee
7	Gordon Goodman	Building Custodian	
8	Moyne Blake	Welfare Officer	

9	Nick Price		
10	Emlyn Phennah	Until October 2025	Resigned as Trustee

## 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. appointed by, elected by)	Elected by the branch membership

### Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <p>Policies and procedures adopted for the induction and training of trustees;</p> <p>The branch's organisational structure and any wider network with which the charity works.</p> <p>Relationship with any related parties (including branch club).</p> <p>Trustees' consideration of major risks and the system and procedures to manage them.</p>	<h4>The Charity's Organisational Structure</h4> <p>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.</p>
	<h4>Trustee Induction &amp; Training <i>(Please insert any induction training or training courses completed by Trustees)</i></h4> <p>Trustee Training Session November 2025 – Chairman and President.            Chairs' Forum May 2025 – Chairman            How to be a Better Branch Chair (One-on-One format) September 2025 – Vice-Chair            Wings Appeal Organiser Induction December 2025 - Treasurer            Treasurer's Course - Treasurer</p>
	<h4>Related Party Relationships <i>(e.g. Club if operated)</i></h4> <p>The Branch premises are used under a licence from the Branch by the Cheltenham Guardians from Saturday evenings until early Sunday mornings. The Guardians provide security and safeguarding services to vulnerable young people in the Cheltenham evening and night time economy. The Branch's partnership with the Guardians is in furtherance of an approach to extend its reach further into the community, build networks, develop its influence, work closely with other charities, engage with partner organisations, raise its profile and earn community goodwill. In this, it has been very successful.</p>

Within a short distance of the Branch, Cheltenham Borough Council offices were used by the Cheltenham Constabulary to brief the Guardians and Street Pastors at the beginning of each Saturday night. However, following the closure and potential sale of the Council offices, the Branch has allowed as a goodwill gesture the Constabulary to use its premises for these briefings.

The Branch premises are also used under licence by various sections of the Cheltenham U3A, the Cheltenham Branch of the RBL, Aden Veterans, RAFAC units and by the JSSU (Cheltenham). In addition, the premises are used on application by the Branch's agents and for private functions.

During Race Week 2025, the Branch was hired by the Cheltenham Borough Council for the "No Child Left Behind" project.

After major Borough events such as Remembrance Sunday, Battle of Britain Sunday or VE/VJ Days, the branch hosts veterans, parade personnel and attendees for recovery and light refreshments.

The Branch Welfare Officer is also the Welfare Officer of the Cheltenham Branch of the Royal British Legion and helps coordinate welfare activities between the 2 charities.

Good working relationships have been established with Armed Forces Champions at Gloucestershire County Council and Cheltenham Borough Council. The Branch also has an active relationship with the Cheltenham Branch of the Aden Veterans' Association. There is regular engagement with the Gloucestershire Armed Forces Covenant Trust.

The Branch maintains excellent working relationships with the three RAF Air Cadet units in the Cheltenham area. The Branch President is the President for one of the units; the Branch Vice-Chair is a Civilian Instructor for the same unit. Cadets provide invaluable support to the Branch during Wings Appeal Week and at parades such as that at the Battle of Britain commemoration.

The Branch Committee has continued to provide support to local RAF Air Cadet Squadrons, particularly in providing facilities for squadron events.

### **Risk Management** *(include details of any Risk Management documents held)*

The Branch has a Strategic Plan; this was updated in June 2023 and is due for review pending advice from HQ on Association strategy. The Branch also has a Personal Information Protection Policy and various other policies or protocols to underpin good governance.

	<p>The following Committee members in 2025 had been DBS checked, mostly because of work with other organisations:</p>
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Moyne Blake - Welfare Officer

Emlyn Phennah

Michael Bryant

Sir Dusty Miller

Gordon Goodman

Richard Osler

Angela Hawley

Keith Baalham

## Section C: Objectives and Activities

<p>Summary of the objects of the branch set out in its governing document</p>	<p>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.</p>
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## Section D: Achievements and performance in 2025

<p>Summary of the main achievements of the branch during the@ year</p>	<h3>Chair Report</h3> <p>Branch members participated in local ceremonies and functions to mark Armed Forces Day, VE Day, the Battle of Britain commemoration and Remembrance Sunday. Additionally, the Branch Standard bearer has attended a number of national or Association events.</p> <p>Members of the Committee continued to support local military and RAF-associated functions throughout the year. These included the funerals of a number of RAF veterans, celebrating significant events in the lives of veterans or Branch members (eg.the award of an Area Presidential Certificate to a Committee member) and support visits to local care homes.</p> <p>Thursday Wings coffee mornings carried on throughout the year and this weekly event provides an important meeting venue for a small group of aging veterans.</p> <p>The Branch Aviation History Group, now termed the Military History Group, meets on the fourth Thursday of every month in the Branch lounge.</p> <p>The Branch donated just over £1,500 to the Association’s Wings Appeal and £5000 to an Association project to turn the Eastbourne Branch premises into residential flats for RAF veterans.</p> <p>The Branch Welfare Officer provided support for members and beneficiaries in the local area needing advice on benefit entitlements, disabled badges and claiming medals.</p> <p>A series of “Sandwich Lunches” were held throughout the year and which, together with the Wings Café and Military History Group meetings were aimed at least partially at combatting loneliness and social isolation amongst Branch members and beneficiaries. A series of monthly of Curry Lunches to augment the Sandwich Lunches has been continued. During the winter months, the lounge was and will continue to be kept open to provide a “warm space”.</p> <p>The Branch now provides members and beneficiaries with at least one event or activity every Thursday.</p> <p>The Branch Committee has pursued its important objective of engaging with members by a variety of measures including frequent e-Newsletters, posts on the Branch web site, Facebook, the Thursday morning Wings Café and phone calls. Of note is that both the Branch and the Military History Group have separate Facebook pages to cater for the interests of different audiences. These have proved to be in frequent use and well-populated by posts and comments.</p>
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An increasing number of outside organisations and groups are using the premises for functions such as family events, Annual General Meetings and society meetings. In addition to raising the profile of the Branch and Association, this raises revenues.

Throughout the year, the Branch has had a full range of activities that, in aggregate, provide the following “footprint” in the locale and sometimes wider afield. These are outlined in the following “bullet points:

Ceremonial – parades and events (BoB, Remembrance Sunday).

Collaboration – burden sharing with other organisations.

Commemoration – funerals, memorials.

Community awareness – raising profile and reputation locally.

Fund-raising – Wings Appeal, sponsorships.

Liaison – networking for mutual assistance.

RAFAC Youth support – sponsoring and helping RAFAC units.

Social – lunches, sporting activities, breakfasts.

Welfare – triage.

Well-being – contact calls, advice, entertainment.

The Committee determined that the Branch was particularly well-placed to provide friendship and comradeship to Branch members and beneficiaries, and to alleviate their loneliness and social isolation. Many of the items set out in the “Summary of the main activities” section above and the “footprint” were in explicit support to this focus.

Further maintenance and refurbishment on the premises was carried out throughout the year. These were primarily to enhance the existing facilities and preserve the fabric of the building, thus maintaining its value.

RAFA Conference 2024 unanimously approved a Cheltenham Resolution to improve openness and balance in future consultations. However, by the end of 2025 no new mechanisms had been introduced, and current conference discussions involve only a diminutive proportion of members. The Trustees are deeply disappointed that there has been so little regard for the overwhelming view of the Association membership and view this as a missed opportunity for wider engagement between members, branches and Council.

## Treasurer Report

The Branch funds remain healthy with accounts as follows: General Account = £63566.62 (as at 31 Dec 25) Welfare Account = £1072.04 (as at 31 Dec 25) Wings Account = £0 (as at 31 Dec 25) Investment Account = £2000.00 (as at 31 Dec 25) The year has seen an income of rent from the Property of £4300.00 monthly/ £52000.00 annually. The branch currently has a liability for the External Auditors bill. Following advice from RAFA HQ, we are considering merging the Welfare and General Accounts in 2026.

Summary of the main achievements of the branch during the year (cont)	<p><b>Branch Welfare Officer Report</b></p> <p>Comments by Branch Chairman:</p> <p>The Branch Welfare officers states that she had one Welfare case referred to her by RAFA HQ in 2025. This involved the payment of funeral expenses and was dealt with in partnership with her equivalent colleague in another branch.</p> <p>Branch Welfare (and Wellbeing) activities are set out in previous sections.</p>
	<p><b>Fundraising Report</b> <i>(please insert details of the Branch Fundraising activities i.e. Wings Appeal events)</i></p> <p>The Branch has been fundraising for the Association, raising a total of £1507.93 in 2025 for the Wings Appeal. The team attended the following events: Wings Coffee Mornings - once a week at the Branch 28 Jun 25 – Jet Age Museum for Armed Forces Day (Fundraising Stall) 20 Sept 25 – Cheltenham Town Centre Street Collection. The Street collections were extremely successful with the support of 125 Sqn and 2322 Sqn RAFAC.</p>
	<p><b>Membership Engagement Report</b> <i>(please insert details of the Branch Membership Engagement (newsletters, social media etc.)</i></p> <p>Covered in previous sections.</p>

Summary of the main achievements of the branch during the year (cont)	<b>Wellbeing / Social Report</b> <i>(please insert details of the Branch Wellbeing and Social events/activities)</i>
	Covered in previous sections.
	<b>Commemoration Report</b> <i>(please insert details of the Branch Commemoration events/activities (Remembrance, Standard Bearers Attendance at Funerals etc.)</i>
	Covered in previous sections.
	<b>Community Engagement Report</b> <i>(please insert details of the Branch Community Engagement activities (other groups you connect with, joint events such as Veterans Breakfasts)</i>
	Covered in previous sections.

## Section E: Financial Review

### Statement on Branch Expenditure *(How has branch expenditure supported the key objectives of the branch)*

Activities set out in previous sections were to meet Branch objectives and were supported by expenditure from the General and Welfare Accounts.

### Statement on Branch's Reserve Policy *(Branch Regulations stipulate that any Branch with total assets amounting to more than £5,000 should have a reserves policy and any Branch with assets over £10,000 should consider transferring excess funds across to the Branch Deposit Fund held at Association HQ. A template reserves policy can be found on the Branch Portal)*

The Branch agrees that, in 2026 it will hold no more than £20,000 in reserve at any given time; this is based on non-discretionary expenditures over the last three to five years. This is to cover:

- Unexpected non-discretionary demands.
- A shortfall in income (for example, from tenancy issues).
- Liabilities should the Branch close.

The reserve is held in an Investment Account which also serves as the Branch's principal financial investment.

### Statement on Branch's Investment Policy *(Please include a statement on Branch investments and holdings and how these are managed (if applicable))*

See Treasurer's Report

## Section F: Declaration

We confirm that trustees have had regard to the guidance issued by the Charity Commission on public benefit

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

Signed on behalf of the branch's trustees

We confirm that trustees have had regard to the guidance issued by the relevant Charity Regulator on public benefit.

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

Signed on behalf of the branch's trustees

**Signature**



**Full Name**

Michael K Bryant

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

Chairman

**Date**

28 March 2026

28 March 2026

To Members of the Cheltenham Branch,

## **Treasurer's Report to AGM 2026**

### **ACCOUNTS OF THE CHELTENHAM BRANCH R.A.F. ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2026**

The Branch Treasurer has provided the following report.

The Branch funds remain healthy with accounts as follows: General Account = £63566.62 (as at 31 Dec 25) Welfare Account = £1072.04 (as at 31 Dec 25) Wings Account = £0 (as at 31 Dec 25) Investment Account = £2000.00 (as at 31 Dec 25) The year has seen an income of rent from the Property of £4300.00 monthly/ £52000.00 annually. The branch currently has a liability for the External Auditors bill.

A full breakdown of income and expenditures can be found in spread sheets RAFA Chelt Accounts 2025 (1 Jan 25 – 31 Dec 25) and RAFA Welfare Acct 2025 which are posted on the Branch web site (<https://branch.rafa.org.uk/cheltenham/branch-annual-general-meeting-agm-2026/>). Should they be needed, these are available to other organisations on request.

#### Fundraising report:

The Branch has been fundraising for the Association, raising a total of £1507.93 in 2025 for the Wings Appeal. The team attended the following events: Wings Coffee Mornings - once a week at the Branch 28 Jun 25 – Jet Age Museum for Armed Forces Day (Fundraising Stall) 20 Sept 25 – Cheltenham Town Centre Street Collection The Street collections were extremely successful with the support of 125 Sqn and 2322 Sqn RAFAC.

Angela Hawley  
Treasurer  
RAFA Cheltenham Branch



**UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2025**

**FOR**

**THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH  
(REGISTERED CHARITY NUMBER: 231667)**

## THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the charity trustees on my examination of the accounts of The Royal Air Forces Association – Cheltenham Branch for the year ended 31 December 2025.

#### **Responsibilities and basis of report**

As the charity 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 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



Robert Harris FCA  
Kingscott Dix (Cheltenham) Limited  
Chartered Accountants  
7 Rockfield Business Park  
Old Station Drive  
Leckhampton  
Cheltenham  
GL53 0AN

2 February 2026

**THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH**

**STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 December 2025**

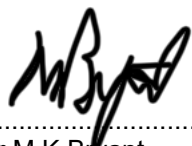
	Notes	2025 Unrestricted Fund £	2025 Designated Fund £	2025 Restricted Fund £	2025 Total Funds £	2024 Total Funds £
<b>INCOME FROM</b>						
<b>Donations and legacies</b>						
Donations	2	4,313	-	-	4,313	2,815
<b>Charitable activities</b>						
Welfare		-	-	258	258	1,339
Branch property	3	52,796	-	-	52,796	50,273
<b>Total</b>		<b>57,109</b>	<b>-</b>	<b>258</b>	<b>57,367</b>	<b>54,427</b>
<b>EXPENDITURE ON</b>						
<b>Charitable activities</b>						
Welfare		-	-	2,538	2,538	3,280
Branch property		31,194	-	-	31,194	78,706
Branch activities		9,820	-	-	9,820	7,716
<b>Total</b>	4	<b>41,014</b>	<b>-</b>	<b>2,538</b>	<b>43,552</b>	<b>89,702</b>
<b>NET INCOME / (EXPENDITURE)</b>		<b>16,095</b>	<b>-</b>	<b>(2,280)</b>	<b>13,815</b>	<b>(35,275)</b>
Transfers between funds		(22,533)	20,000	2,533	-	-
<b>Reconciliation of funds</b>						
Total funds brought forward		148,882	-	819	149,701	184,976
Total funds carried forward	10	<b>142,444</b>	<b>20,000</b>	<b>1,072</b>	<b>163,516</b>	<b>149,701</b>

**THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH**

**BALANCE SHEET**  
**As at 31 December 2025**

		<b>2025</b>	<b>2025</b>	<b>2025</b>	<b>2025</b>	<b>2024</b>
	Notes	Unrestricted Fund £	Designated Fund £	Restricted Fund £	Total Funds £	Total Funds £
<b>Fixed assets</b>						
Tangible assets	7	78,083	-	-	78,083	79,257
<b>Current assets</b>						
Stocks		350	-	-	350	350
Debtors	8	1,560	-	-	1,560	977
Cash at bank		63,567	20,000	1,072	84,639	70,510
<b>Creditors</b>						
Amounts falling due within one year	9	(1,116)	-	-	(1,116)	(1,393)
<b>Net current assets</b>		<u>142,444</u>	<u>20,000</u>	<u>1,072</u>	<u>163,516</u>	<u>149,701</u>
<b>Total assets less current liabilities</b>		142,444	20,000	1,072	163,516	187,571
<b>NET ASSETS</b>		<u><b>142,444</b></u>	<u><b>20,000</b></u>	<u><b>1,072</b></u>	<u><b>163,516</b></u>	<u><b>149,701</b></u>
<b>FUNDS</b>						
Unrestricted funds					142,444	148,882
Designated funds	11				20,000	-
Restricted funds	13				1,072	819
<b>TOTAL FUNDS</b>	10				<u><b>163,516</b></u>	<u><b>149,701</b></u>

The financial statements were approved by the Board of Trustees and authorised for issue on  
 ..... **9 Feb 26** ..... and were signed on its behalf by:



.....  
 Mr M K Bryant  
 Branch Chairman - Trustee

# THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH

## NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 2025

### 1. ACCOUNTING POLICIES

#### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice, Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK', and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The functional and presentational currency of the charity is British Sterling (£). The charity is a public benefit entity.

#### **Reduced disclosure exemptions**

The charity has taken advantage of the disclosure exemption permitted by FRS 102, not to prepare a Statement of Cash Flows.

#### **Judgements and estimation uncertainty**

No significant judgements nor estimations have been used in preparing the financial statements.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

#### **Tangible fixed assets**

Depreciation is provided at the following annual rates to write off each asset over its estimated useful life.

Plant and machinery	25% reducing balance
Fixtures and fittings	25% reducing balance

#### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making allowance for obsolete and slow moving items.

#### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

#### **Financial instruments**

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

## THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH

### 2. DONATIONS

	2025 £	2024 £
Wings appeal	2,919	1,491
Donations	1,394	1,324
	4,313	2,815

### 3. BRANCH PROPERTY

	2025 £	2024 £
Rents received	51,696	49,696
Room hire	1,100	577
	52,796	50,273

### 4. EXPENDITURE

	Direct Costs £	Staff Costs £	Support Costs £	2025 Total £	2024 Total £
<b>Charitable activities</b>					
Welfare	2,538	-	-	2,538	3,280
Branch property	31,194	-	-	31,194	78,706
Branch activities	-	-	9,820	9,820	7,716
Total 2025	33,732	-	9,820	43,552	
Total 2024	81,986	-	7,716		89,702

Direct costs are the costs incurred by the charity to achieve its objectives. Support costs are the costs incurred in the general running of the organisation.

### 5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits during the current or previous year.

Trustees were reimbursed expenses of £1,625 during the year (£1,683 in the prior year).

### 6. TAXATION

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH**

**7. TANGIBLE FIXED ASSETS**

	Freehold property £	Plant & machinery £	Fixtures & Fittings £	Computer equipment £	Total £
<b>COST</b>					
At 1 January	73,731	4,008	35,526	800	114,065
Additions	-	-	-	499	499
Disposals	-	(4,008)	-	(800)	(4,808)
31 December	<u>73,731</u>	<u>-</u>	<u>35,526</u>	<u>499</u>	<u>109,756</u>
<b>DEPRECIATION</b>					
At 1 January	-	4,008	30,000	800	34,808
Charge for year	-	-	1,548	125	1,673
Eliminated	-	(4,008)	-	(800)	(4,808)
At 31 December	<u>-</u>	<u>-</u>	<u>31,548</u>	<u>125</u>	<u>31,673</u>
<b>NET BOOK VALUE</b>					
At 1 January	73,731	-	5,526	-	79,257
At 31 December	<u>73,731</u>	<u>-</u>	<u>3,978</u>	<u>374</u>	<u>78,083</u>

Freehold property is mixed-use, in part used by the charity, and in part let to generate income. It is shown within tangible fixed assets, as the fair value of the investment property component cannot be measured reliably. Consequently, the whole of freehold property is recognised at cost.

The freehold property was bought by members post World War II, thus its market value at the balance sheet date is considerably more than its original cost.

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2025 £	2024 £
Other debtors	1,560	977
	<u>1,560</u>	<u>977</u>

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2025 £	2024 £
Other creditors	1,116	1,393
	<u>1,116</u>	<u>1,393</u>

**THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH**

**10. MOVEMENT IN FUNDS**

	<b>At 31.12.2024 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Transfers £</b>	<b>At 31.12.2025 £</b>
UNRESTRICTED					
General fund	148,882	57,109	(41,014)	(22,533)	142,444
Designated fund	-	-	-	20,000	20,000
	<u>148,882</u>	<u>57,109</u>	<u>(41,014)</u>	<u>(2,533)</u>	<u>162,444</u>
RESTRICTED					
Welfare fund	819	258	(2,538)	2,533	1,072
TOTAL FUNDS	<u>149,701</u>	<u>57,367</u>	<u>(43,552)</u>	<u>-</u>	<u>163,516</u>

	<b>At 31.12.2023 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Transfers £</b>	<b>At 31.12.2024 £</b>
UNRESTRICTED					
General fund	184,222	53,088	(86,422)	(2,006)	148,882
Designated fund	-	-	-	-	-
	<u>184,222</u>	<u>53,088</u>	<u>(86,422)</u>	<u>(2,006)</u>	<u>148,882</u>
RESTRICTED					
Welfare fund	754	1,339	(3,280)	2,006	819
TOTAL FUNDS	<u>184,976</u>	<u>54,427</u>	<u>(89,702)</u>	<u>-</u>	<u>149,701</u>

**11. RELATED PARTY DISCLOSURES**

The Branch forwards donations received under the Wings Appeal to The Royal Air Force Association, and in turn receives a rebate for local welfare use. During the year donations were remitted of £1,508 and rebates were received of £1,297.

During the year, the Branch donated £5,000 to The Royal Air Force Association Housing.

**12. DESIGNATED FUNDS**

The Trustees has recognised a designated fund of £20,000 to cover the estimated costs likely to be incurred if the Branch were ever to close. Such funds are held in a separate bank account.

**13. RESTRICTED FUNDS**

The welfare fund is held in a separate bank account and is held to provide monetary support to the RAF Family and for the provision of advice and welfare services.

**THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 December 2024**

	<b>2025</b>	<b>2024</b>
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Wings appeal	2,919	1,491
Donations	1,394	1,324
	<u>4,313</u>	<u>2,815</u>
<b>Charitable activities</b>		
Rents received	51,696	49,696
Rom hire	1,100	577
Social activities	258	1,339
	<u>57,367</u>	<u>54,427</u>
<b>Total incoming resources</b>	<b><u>57,367</u></b>	<b><u>54,427</u></b>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Rates and water	2,216	1,730
Insurance	3,827	4,106
Light and heat	4,392	4,799
Letting charges	9,264	8,484
Property repairs	7,148	50,949
Cleaning	1,892	4,719
Professional fees	-	1,320
Sundries	782	646
Deprecation	1,673	1,953
Subscriptions	27	27
Annual conference	127	546
Remembrance events	524	3,631
Telephone	1,277	1,293
Accountancy and legal fees	1,146	1,080
Sundries	1,672	1,139
Bank charges	47	-
Donations	5,000	-
Welfare Officer expenses	75	108
Welfare activities	955	1,172
Grants to institutions	1,508	2,000
	<u>43,552</u>	<u>89,702</u>
<b>Total resources expended</b>	<b><u>43,552</u></b>	<b><u>89,702</u></b>
<b>NET INCOME / (EXPENDITURE)</b>	<b><u>13,815</u></b>	<b><u>(35,275)</u></b>

**THE ROYAL AIR FORCES ASSOCIATION - CHELTENHAM BRANCH**

England & Wales - Charity number 231667

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# Accounts

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<b>Trustees' Annual Report for the period</b>						
Period start date			<b>To</b>	Period end date		
Day 01	Month 01	Year 2024		Day 31	Month 12	Year 2024

## Section A Reference and administration details

**Branch name** RAFA Cheltenham Branch  
 (referred to hereinafter as either the “Branch” or the “Charity”)

**Other names / number Branch is known by**

**Registered charity number (if any)** 231667

**Branch's principal address**

1 Royal Crescent	
Cheltenham	
<b>Postcode</b>	GL50 3DA

**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	Mike Bryant	Chair		
2	Angela Hawley	Vice-Chair		
3	Stephen Poulton	Treasurer		
4	Richard Osler	Secretary, Leader Aviation History Group		

5	Sir Dusty Miller	Branch President		
6	Keith Baalham	Conference Delegate		
7	Gordon Goodman	Wef October 2024, Building Custodian		
8	Moyne Blake	Welfare Officer		
9	Nick Price	Commemoration Project Lead	Project completed August 2024	
10	Emlyn Phennah	Wings Appeal Organiser, Assistant Welfare Officer	Relinquished Assistant Welfare Officer and Wings Appeal Organiser posts wef August 2024. Remained a Committee member	

**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

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
RAFALO	Sgt Aaron Vicars	Via MoD
Property manager	David Turner	Young and Gilling First Floor Suite, 1 Royal Crescent, Cheltenham, GL50 3DA
RAFA Branch Relationship and Engagement Officer	Richard Bennett Until November 2024	RAFA HQ, Leicester
RAFA Branch Relationship and Engagement Officer	Kevin O'Neil From November 2024	RAFA HQ, Leicester

## 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. appointed by, elected by)	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.

#### Related party relationships

The Branch premises are used under a licence from the Branch by the Cheltenham Guardians from Saturday evenings until early Sunday mornings. The Guardians provide security and safeguarding services to vulnerable young people in the Cheltenham evening and night time economy. The Branch's partnership with the Guardians is in furtherance of an approach to extend its reach further into the community, build networks, develop its influence, work closely with other charities, engage with partner organisations, raise its profile and earn community goodwill. In this, it has been very successful.

The Branch premises are also used under licence by various sections of the Cheltenham U3A, the Cheltenham Branch of the RBL and occasionally by the JSSU (Cheltenham), Aden Veterans and RAFAC units.

The Branch Welfare Officer is also the Welfare Officer of the Cheltenham Branch of the Royal British Legion and helps coordinate welfare activities between the 2 charities.

Good working relationships have been established with Armed Forces Champions at Gloucestershire County Council and Cheltenham Borough Council. The Branch also has an active relationship with the Cheltenham Branch of the Aden Veterans' Association. There is regular engagement with the Gloucestershire Armed Forces Covenant Trust.

The Branch maintains excellent working relationships with the three RAF Air Cadet units in the Cheltenham area. The Branch President is the President for one of the units; the Branch Vice-Chair is a Civilian Instructor for the same unit. Cadets provide invaluable support to the Branch during Wings Appeal Week and at parades such as that at the Battle of Britain commemoration.

#### **Risk management**

The Branch has a Strategic Plan; this was updated in June 2023 and is due for review. The Branch also has a Personal Information Protection Policy and various other policies or protocols to underpin good governance.

## **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 His 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 won public benefit)**

A great deal of investigation, research and planning was undertaken to organise a major ceremony in 2024 to honour the mixed Canadian and British crew of a Halifax bomber that crashed near Cheltenham during World War 2 killing all the crew. This was a high-profile ceremony to mark the 80<sup>th</sup> anniversary of the crash. A Dedication and the reception that followed was attended by civic dignitaries, senior military officers, and representation from the Canadian High Commission. Also in attendance were many members of the public, service personnel from active RAF units and around 50 relatives of the crew. The relatives had travelled from the USA, Canada and various locations in the UK. The event was given extensive cover by local and national media.

Branch members participated in local ceremonies and functions to mark Armed Forces Day, the Battle of Britain commemoration and Remembrance Sunday.

Members of the Committee continued to support local military and RAF-associated functions throughout the year. These included the funerals of a number of RAF veterans and celebrating significant events in the lives of veterans (eg 100<sup>th</sup> Birthdays).

Thursday Wings coffee mornings continued throughout the year and this weekly event continues to provide an important meeting venue for a small group of ageing veterans.

The Branch Aviation History Group meets on alternate Thursdays in the Branch lounge.

The Branch also donated £1000 to the Association's Wings Appeal.

The Branch Welfare Officer provided support for members and beneficiaries in the local area needing advice on benefit entitlements, disabled badges and claiming medals.

A series of "Sandwich Lunches" were held throughout the year and which, together with the Wings Café and Aviation History Group meetings were aimed at least partially at combatting loneliness and social isolation amongst Branch members and beneficiaries. The Branch has just started a monthly series of Curry Lunches to augment the Sandwich Lunches. During the winter months, the lounge was and will continue to be kept open to provide a "warm space".

**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.

The Branch Committee has continued to provide support to local RAF Air Cadet Squadrons, particularly in providing facilities for squadron events.

## Section D

## Achievements and performance

## Summary of the main achievements of the branch during the year

The main activity undertaken by the Branch this year has been to continue to build on the progress made in 2022 and 2024 to recover from the Covid-19 pandemic and its consequences. To this end, the Committee solidified its view that it was well-placed to provide friendship and comradeship to Branch members and beneficiaries, and to alleviate their loneliness and social isolation. Many of the items set out in the “Summary of the main activities” section above were in explicit support to this focus.

Further maintenance and refurbishment on the premises was carried out throughout the year. In particular, a major upgrade to the electrical supply and distribution system for the Branch’s property was completed during the year and cost around £25K – prudent budgeting allowed the Branch to approve this expenditure without compromising its core mission.

The kitchen was completely refurbished in the year and soon enabled the enrichment of activities and events.

During the year, efforts were made to ensure the safety and well-being of members by providing guidance on topics of particular relevance. These included Branch e-Newsletter articles on Crime Prevention, Carers’ Rights Day and the Admiral Nurse Service of the Royal British Legion.

The Branch Committee compiled an important Resolution for submission to the Association Area and National Conferences. It was well-received by the Association membership and was rewarded by unanimous votes of approval. The Committee also provided voting guidance for other Resolutions to the Branch Conference Delegate. He attended both Conferences and reported back to the Committee.

The Branch Committee has continued to engage with its members by a variety of measures including frequent e-Newsletters, posts on the Branch web site, Facebook, the Thursday morning Wings Café and phone calls. Of note is that both the Branch and the Aviation History Group have separate Facebook pages to cater for the interests of different audiences. These have proved to be in frequent use and well-populated by posts and comments.

The broadband wifi service set up in 2022 was found to have limitations so extra equipment was acquired to improve coverage.

An increasing number of outside organisations and groups are using the premises for functions such as family events, Annual General Meetings and society meetings. In addition to raising the profile of the Branch and Association, this raises revenues.

**Brief statement of the branch’s policy on reserves**

The Branch agrees that, in 2025 it will hold no more than £15000 in reserve at any given time; this is based on the average 6-monthly non-discretionary expenditure over the last year plus a small addition. This is to cover:

- Unexpected non-discretionary demands.
- A shortfall in income (for example, from tenancy issues).
- Liabilities should the Branch close.

In addition, a dynamic reserve of £39000 for the start of 2025 has been set for predicted expenditure for Branch running costs and against specific projects such as the construction of a disabled toilet and bringing leased parts of the premises up to mandatory health, safety and environmental standards.

**Details of any funds materially in deficit**

No funds are in deficit

**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 Branch premises contain commercial and residential units that are leased out and when fully occupied generate a gross income of about **£42600** per annum. Our adjacent Car Park generates an additional **£7900**. The total is **£50500**. Other, comparatively minor, income was from donations functions and Association rebates. The gross income for 2024 was **£54427** and gross expenditure was **£89702**.

The net income after management fees, essential maintenance, cleaning, insurance, utilities and Council Tax are deducted fell to about **£6900** per annum.

On 31 December 24 the Branch Account held **£69691** and the Welfare Fund held **£819**.

The cost of the discretionary maintenance, refurbishment work, reducing internal noise levels and improving leased parts of the building for 2024 has been **£32800**.

Expenditure on the Branch area of the building will be directed towards essential maintenance and, subject to an adequate funding profile, the improvement of disabled facilities. The Branch Committee has approved expenditure only after careful cost-benefit analysis in the interests of the health, safety, convenience and enjoyment of all Branch members. Care has also been taken to preserve the value and utility of the property.

**Section F Other optional information**

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## Section G Declaration

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

Signed on behalf of the branch's trustees

Signature(s)		
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Full name(s)	Michael K Bryant	
Position (eg Secretary, Chair, etc)	Branch Chairman	

Date	13 February 2025
------	------------------

13 February 2025

To Members of the Cheltenham Branch,

## **Treasurer's Report to AGM 2025**

### **ACCOUNTS OF THE CHELTENHAM BRANCH R.A.F. ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2024**

Mr Poulton has provided the following report.

Our General Account balance on 31 December 2024 stood at £69,691. We started the year with £102,793, therefore an overall decrease in the current account of £33,102 from 2023; this was predominantly owing to property improvements and completing payment for the 2023 major electrics upgrade.

Our main income is from rents; we have two residential flats, two commercial units, representing £49,696 of which £10,296 comes from several Car Park space contracts. We use Young and Gilling, Property & Estate Agents as our agents and they arrange all lettings, investigations and repairs to the property. All 2024 rents are up to date, though we had no income from Flat 1 since Sep 24. Before re-letting we conducted improvements to decoration, windows and roof insulation. This expense improves the letting potential of both flats to recognise compliance with Energy Performance Certification for letting. More information will be provided by Gordon Goodman, who assumed our Landlord control within the Committee.

Final expense to the electricity upgrade from 2023 cost £10,400, flooring of the building communal areas £5000, refurbishment of Flats 1&2 £3400. In our accommodation, we have refurbished the kitchen, £20,100 and also provided a curtain "noise barrier" for our theatre area, £3000. We also have regular expenditure for Management costs to the Agent £8,500, Utilities (Telephone, Electric, Water Council Tax £8000), Building Insurance £4100, Auditor fees £1080. Our expenditure for routine maintenance, general repairs and refurbishment totalled £51,000.

The improvements to the kitchen have enabled us to rent to other agencies, notably Military such as Aden Vets and RBL; however, our main and regular user has been the U3A. These lettings generated £656.

This report is weighted towards the maintenance of the building, which does provide the comfort we enjoy and perhaps take for granted.

Welfare: The Welfare account ended the year with £819.29 after starting the year with £753.83. Our regular annual income is from our rebate from Membership fees from HQ RAFA for 2024 which totalled £1490. We have provided refreshment within our basement area to support national commemoration events, notably Battle of Britain and Remembrance days. At these events we lay wreaths in memory. We have also provided banner and wreaths to remember local members of the RAF family on passing. On a monthly basis we have provided support to the costs of the sandwich lunches to the extent of £306. Most of the income from social events supports the RAF Wings Appeal. This comes from our Aircraft History Group donations, weekly coffee mornings, attendance at Battle of Britain events, a table at the Jet Age Museum. From these finances we donated £2000 to the RAFA Wings Appeal, supported from the General account.



We held a major commemoration this year to honour to the crew of Halifax MZ311, which crashed on Cleeve Hill on 26 August 1944 on the 80<sup>th</sup> anniversary. We funded the event to the extent of £2800, funding supported from the general account. To offset this expense we received donations of £500 from our insurer, C\$250 from the visiting relatives and £50 from a local resident, which we sent direct to RAFA HQ as they could reclaim Gift Aid. We shared the donations with Cleeve Hill in recognition of their co-operation to organise the event. Sadly but in commemoration within the local RAF family, our standard bearer has attended funerals of past RAF personnel. In thanks we have received donations.

Stephen Poulton  
Treasurer  
RAFA Cheltenham Branch

**UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2024**

**FOR**

**THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH  
(REGISTERED CHARITY NUMBER: 231667)**

## THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the charity trustees on my examination of the accounts of The Royal Air Forces Association – Cheltenham Branch for the year ended 31 December 2024.

#### **Responsibilities and basis of report**

As the charity 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 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



Robert Harris FCA  
Kingscott Dix (Cheltenham) Limited  
Chartered Accountants  
7 Rockfield Business Park  
Old Station Drive  
Leckhampton  
Cheltenham  
GL53 0AN

11 February 2025

**THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH**

**STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 December 2024**

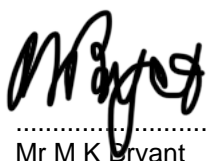
	Notes	2024 Unrestricted Fund £	2024 Restricted Fund £	2024 Total Funds £	2023 Total Funds £
<b>INCOME FROM</b>					
<b>Donations and legacies</b>					
Donations	2	2,815	-	2,815	3,360
<b>Charitable activities</b>					
Welfare		-	1,339	1,339	698
Branch property	3	50,273	-	50,273	50,496
<b>Total</b>		<u>53,088</u>	<u>1,339</u>	<u>54,427</u>	<u>54,554</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Welfare		-	3,280	3,280	6,355
Branch property		78,706	-	78,706	46,315
Branch activities		7,716	-	7,716	4,478
<b>Total</b>	4	<u>86,422</u>	<u>3,280</u>	<u>89,702</u>	<u>57,149</u>
<b>NET INCOME / (EXPENDITURE)</b>		<b>(33,334)</b>	<b>(1,941)</b>	<b>(35,275)</b>	<b>(2,595)</b>
Transfers between funds		(2,006)	2,006	-	-
<b>Reconciliation of funds</b>					
Total funds brought forward		184,222	754	184,976	187,571
Total funds carried forward		<u>148,882</u>	<u>819</u>	<u>149,701</u>	<u>184,976</u>

**THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH**

**BALANCE SHEET  
As at 31 December 2024**

	Notes	2024 Unrestricted Fund £	2024 Restricted Fund £	2024 Total Funds £	2023 Total Funds £
<b>Fixed assets</b>					
Tangible assets	7	79,257	-	79,257	81,210
<b>Current assets</b>					
Stocks		350	-	350	350
Debtors	8	977	-	977	1,448
Cash at bank		69,691	819	70,510	103,548
<b>Creditors</b>					
Amounts falling due within 1 year	9	(1,393)	-	(1,393)	(1,580)
<b>Net current assets</b>		<u>148,882</u>	<u>819</u>	<u>149,701</u>	<u>184,976</u>
<b>Total assets less current liabilities</b>		148,882	819	149,701	187,571
<b>NET ASSETS</b>		<u>148,882</u>	<u>819</u>	<u>149,701</u>	<u>184,976</u>
<b>FUNDS</b>					
Unrestricted funds				148,882	184,222
Restricted funds				<u>819</u>	<u>754</u>
<b>TOTAL FUNDS</b>	10			<u>149,701</u>	<u>184,976</u>

The financial statements were approved by the Board of Trustees and authorised for issue on  
 ..13 February 2025..... and were signed on its behalf by:



.....  
 Mr M K Bryant  
 Branch Chairman - Trustee

# THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH

## NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 2024

### 1. ACCOUNTING POLICIES

#### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice, Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK', and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The functional and presentational currency of the charity is British Sterling (£). The charity is a public benefit entity.

#### **Reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102:

- the requirements of Section 7 Statement of Cash Flows.

#### **Judgements and estimation uncertainty**

No significant judgements nor estimations have been used in preparing the financial statements.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

#### **Tangible fixed assets**

Depreciation is provided at the following annual rates to write off each asset over its estimated useful life.

Plant and machinery	25% reducing balance
Fixtures and fittings	25% reducing balance

#### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

#### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

## THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH

### Financial instruments

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

### 2. DONATIONS

	2024 £	2023 £
Wings appeal	1,491	1,293
Donations	1,324	2,066
	2,815	3,360

### 3. BRANCH PROPERTY

	2024 £	2023 £
Rents received	49,696	50,496
Room hire	577	-
	50,273	50,496

### 4. EXPENDITURE

	Direct Costs £	Staff Costs £	Support Costs £	2024 Total £	2023 Total £
<b>Charitable activities</b>					
Welfare	3,280	-	-	3,280	6,355
Branch property	78,706	-	-	78,706	46,315
Branch activities	-	-	7,716	7,716	4,478
Total 2024	81,986	-	7,716	89,702	
Total 2023	52,670	-	4,478		57,149

Direct costs are the costs incurred by the charity to achieve its objectives. Support costs are the costs incurred in the general running of the organisation.

### 5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits during the current or previous year.

Trustees were reimbursed expenses of £1,683 during the year (£1,086 in the prior year).

### 6. TAXATION

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH**

**7. TANGIBLE FIXED ASSETS**

	Freehold property £	Plant & machinery £	Fixtures & Fittings £	Computer equipment £	Total £
<b>COST</b>					
At 1 January	73,731	4,008	35,526	800	114,065
Additions	-	-	-	-	-
31 December	<u>73,731</u>	<u>4,008</u>	<u>35,526</u>	<u>800</u>	<u>114,065</u>
<b>DEPRECIATION</b>					
At 1 January	-	4,008	28,047	800	32,855
Charge for year	-	-	1,953	-	1,953
At 31 December	<u>-</u>	<u>4,008</u>	<u>30,000</u>	<u>800</u>	<u>34,808</u>
<b>NET BOOK VALUE</b>					
At 1 January	73,731	-	7,479	-	81,210
At 31 December	<u>73,731</u>	<u>-</u>	<u>5,526</u>	<u>-</u>	<u>79,257</u>

Freehold property is mixed-use, in part used by the charity, and in part let to generate income. It is shown within tangible fixed assets, as the fair value of the investment property component cannot be measured reliably. Consequently, the whole of freehold property is recognised at cost.

The freehold property was bought by members post World War II, thus its market value at the balance sheet date is considerably more than its original cost.

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2024 £	2023 £
Other debtors	977	1,448
	<u>977</u>	<u>1,448</u>

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2024 £	2023 £
Other creditors	1,393	1,580
	<u>1,393</u>	<u>1,580</u>

**10. MOVEMENT IN FUNDS**

	At 31.12.2023 £	Incoming resources £	Resources expended £	Transfers £	At 31.12.2024 £
<b>UNRESTRICTED</b>					
General fund	184,222	53,088	(86,422)	(2,006)	148,882
<b>RESTRICTED</b>					
Welfare fund	754	1,339	(3,280)	2,006	819
<b>TOTAL FUNDS</b>	<u>184,976</u>	<u>54,427</u>	<u>(89,702)</u>	<u>-</u>	<u>149,701</u>

**THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH**

	At 31.12.2022 £	Incoming resources £	Resources expended £	Transfers £	At 31.12.2023 £
UNRESTRICTED					
General fund	180,525	53,856	(50,794)	635	184,222
RESTRICTED					
Welfare fund	7,046	698	(6,355)	(635)	754
<b>TOTAL FUNDS</b>	<u>187,571</u>	<u>54,554</u>	<u>(57,149)</u>	<u>-</u>	<u>184,976</u>

**11. RELATED PARTY DISCLOSURES**

The Branch forwards donations received under the Wings Appeal to The Royal Air Force Association, and in turn receives a rebate for local welfare use. During the year donations were sent of £2,000 and rebates were received of £1,491.

**12. RESTRICTED FUNDS**

The welfare fund is held in a separate bank account and is held to provide monetary support to the RAF Family and for the provision of advice and welfare services.

**THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 December 2024**

	<b>2024</b>	<b>2023</b>
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Wings appeal	1,491	1,293
Donations	1,324	2,066
Subscriptions	-	-
	<hr/>	<hr/>
	2,815	3,360
<b>Charitable activities</b>		
Rents received	50,273	50,496
Social activities	1,339	698
	<hr/>	<hr/>
<b>Total incoming resources</b>	<b>54,427</b>	<b>54,554</b>
 <b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Rates and water	1,730	2,151
Insurance	4,106	4,604
Light and heat	4,799	3,993
Letting charges	8,484	8,700
Repairs	-	468
Property repairs	50,949	23,906
Cleaning	4,719	-
Professional fees	1,320	-
Sundries	646	-
Deprecation	1,953	2,493
Subscriptions	27	-
Annual conference	546	278
Secretarial expenses	-	322
Remembrance events	3,631	120
Telephone	1,293	1,010
Grants to institutions	-	1,086
Accountancy and legal fees	1,080	1,240
Sundries	1,139	423
Welfare Officer expenses	108	185
Welfare activities	1,172	1,170
Grants to institutions	2,000	5,000
	<hr/>	<hr/>
<b>Total resources expended</b>	<b>89,702</b>	<b>57,149</b>
	<hr/>	<hr/>
<b>NET INCOME / (EXPENDITURE)</b>	<b>(35,275)</b>	<b>(2,595)</b>

**THE ROYAL AIR FORCES ASSOCIATION - CHELTENHAM BRANCH**

England & Wales - Charity number 231667

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# Accounts

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<b>Trustees' Annual Report for the period</b>						
Period start date			<b>To</b>	Period end date		
Day 01	Month 01	Year 2023		Day 31	Month 12	Year 2023

**Section A Reference and administration details**

**Branch name** RAFA Cheltenham Branch  
 (referred to hereinafter as either the “Branch” or the “Charity”)

**Other names / number Branch is known by**

**Registered charity number (if any)** 231667

**Branch's principal address**

	1 Royal Crescent
	Cheltenham
<b>Postcode</b>	GL50 3DA

**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	Mike Bryant	Chair		
2	Angela Hawley	Vice-Chair		
3	Stephen Poulton	Treasurer		

4	Richard Osler	Secretary, Leader Aviation History Group		
5	Sir Dusty Miller	Branch President		
6	Keith Baalham	Conference Delegate		
7	John Welham	Building Custodian		
8	Moyne Blake	Welfare Officer		
9	Nick Price	Commemoration Project Lead		
10	Emlyn Phennah	Wings Appeal Organiser, Assistant Welfare Officer	Assistant Welfare Officer wef August 2023	

**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

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
RAFALO	Sgt Andy Molloy	Via MoD
Property manager	David Turner	Young and Gilling First Floor Suite, 1 Royal Crescent, Cheltenham, GL50 3DA
RAFA Branch Relationship and Engagement Officer	Richard Bennett	RAFA HQ, Leicester

## 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. appointed by, elected by)	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.

### Related party relationships

The Branch premises are used under a licence from the Branch by the Cheltenham Guardians from Saturday evenings until early Sunday mornings. The Guardians provide security and safeguarding services to vulnerable young people in the Cheltenham evening and night time economy. The Branch's partnership with the Guardians is in furtherance of an approach to extend its reach further into the community, build networks, develop its influence, work closely with other charities, engage with partner organisations, raise its profile and earn community goodwill. In this, it has been very successful.

The Branch Welfare Officer is also the Welfare Officer of the Cheltenham Branch of the Royal British Legion and helps coordinate welfare activities between the 2 charities. This was notably effective in honouring two beneficiaries whose funerals were at the same time in different locations.

Good working relationships have been established with Armed Forces Champions at Gloucestershire County Council and Cheltenham Borough Council. The Branch also has an active relationship with the Cheltenham

Branch of the Aden Veterans' Association. Regular meetings of the Gloucestershire Armed Forces Covenant Trust are attended.

The Branch maintains excellent working relationships with the three RAF Air Cadet units in the Cheltenham area. The Branch President is the President for one of the units; the Branch Vice-Chair is a Civilian Instructor for the same unit. Cadets provide invaluable support to the Branch during Wings Appeal Week and at parades such as that at the Battle of Britain commemoration.

#### **Risk management**

The Branch has a Strategic Plan that was reviewed during the year and was updated in June 2023. The Branch also has a Personal Information Protection Policy and various other policies or protocols to underpin good governance.

## **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 His 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 won public benefit)**

Branch members participated in local ceremonies and functions to mark Armed Forces Day, the Battle of Britain commemoration and Remembrance Sunday.

The RAFALO, who acts as the Branch standard bearer, together with members of the Committee continued to support local military and RAF-associated functions throughout the year. These included the funerals of a number of RAF veterans.

Thursday Wings coffee mornings continued throughout the year and this weekly event continues to provide an important meeting venue for a small group of ageing veterans.

The Branch Aviation History Group meets on alternate Thursdays in the Branch lounge.

Of particular note, the Branch donated £5000 to the Association's Cost of Living Appeal.

The Branch also donated over £1000 to the Association's Wings Appeal.

The Branch Welfare Officer provided support for members and beneficiaries in the local area needing advice on benefit entitlements, disabled badges and claiming medals. An Assistant Welfare Officer was appointed in August 2023 after completion of official training and certification.

A series of "Sandwich Lunches" were held throughout the year and which, together with the Wings Café and Aviation History Group meetings were aimed at least partially at combatting loneliness and social isolation amongst Branch members and beneficiaries. During the winter months, the lounge was and will continue to be kept open to provide a "warm space".

A great deal of investigation, research and planning has been undertaken to organise a major ceremony in 2024 to honour the mixed Canadian and British crew of a Halifax bomber that crashed near Cheltenham during World War 2.

**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.

The Branch Committee has continued to provide financial support to local RAF Air Cadet Squadrons in the form of grants for specific projects and activities.

## Section D

## Achievements and performance

## Summary of the main achievements of the branch during the year

The main activity undertaken by the Branch this year has been to build on the progress made in 2022 to recover from the Covid-19 pandemic and its consequences. To this end, the Committee solidified its view that it was well-placed to provide friendship and comradeship to Branch members and beneficiaries, and to alleviate their loneliness and social isolation. Many of the items set out in the “Summary of the main activities” section above were in explicit support to this focus.

Further maintenance and refurbishment on the premises was carried out throughout the year. In particular, a major upgrade to the electrical supply and distribution system for the Branch’s property was undertaken. This has still to be completed and is expected to cost around £25K – prudent budgeting allowed the Branch to approve this expenditure without compromising its core mission.

During the year, efforts were made to ensure the safety and well-being of members by providing guidance on topics of particular relevance. This included presentations on Help for Heroes and Cyber Safety, and e-Newsletter articles on Crime Prevention, Carers’ Rights Day and the Admiral Nurse Service of the Royal British Legion.

The Branch Committee discussed resolutions for the Association Area and National Conferences and provided voting guidance to the Branch Conference Delegate. He attended both Conferences and reported back to the Committee.

The Branch Committee has continued to engage with its members by a variety of measures including frequent e-Newsletters, posts on the Branch web site, the Thursday morning Wings Café and phone calls.

In the absence of an Association on-line forum for members of this and other Branches to exchange views and information, a Branch Facebook page was created in 2022 and, to facilitate use of this and other digital media, a broadband wifi service was set up in the Branch premises. This was followed by the creation of a Facebook page for the Aviation History Group to keep its members well-informed and involved.

A room has been redecorated and equipped with comfortable modern furniture so that it can be used by any member or group of members as a “respite” room. This means somewhere to meet and chat with friends in a comfortable, private place; discuss personal welfare issues with the Branch Welfare Officer or simply get away from the outside.

An increasing number of outside organisations and groups are using the premises for functions such as family events, Annual General Meetings and society meetings. In addition to raising the profile of the Branch and Association, this raises revenues.

**Brief statement of the branch’s policy on reserves**

With approved planned expenditure the Branch had approximately £102,000 in its general account at the end of 2023 against an estimated required reserve of £97k for the year 2023. Income and expenditure figures for the years 2022 and 2023 were very similar; expenditure in 2023 included large bills for property repairs and upgrades, and large donations were made to RAFA HQ. Bills for property upgrades in 2024 are likely to be a little higher than in 2023 but, on the other hand, donations to RAFA HQ are expected to be smaller. Against that background, the 2023 reserve of £97k is retained for 2024.

**Details of any funds materially in deficit**

No funds are in deficit

**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 Branch premises contain commercial and residential units that are leased out and when fully occupied generate a gross income of about £41.5k per annum. Our adjacent Car Park generates an additional £10k. Other, comparatively minor, income was from donations, functions and Association rebates.

The net income after management fees, maintenance, cleaning, insurance, utilities and Council Tax are deducted falls to about £17k per annum.

In December 23 the Branch Account held £102,408.34 and the Welfare Fund held £753.83.

The cost of the maintenance and refurbishment work for 2023 to date has been £9886.49 and further expenditure of £14,717.18 to major changes to the Mains electric supply.

Expenditure on the Branch area of the building will be directed towards essential maintenance with studies currently underway to complete the electric supply (£3,058), upgrade the kitchen and, subject to an adequate funding profile, the improvement of disabled facilities. The Branch Committee has approved expenditure only after careful cost-benefit analysis in the interests of the health, safety, convenience and enjoyment of all Branch members. Care has also been taken to preserve the value and utility of the property.

**Section F Other optional information**





**ACCOUNTS OF THE CHELTENHAM BRANCH R.A.F. ASSOCIATION FOR THE YEAR ENDING  
31 DECEMBER 2023.**

Mr Poulton, Branch Treasurer, has provided the following report.

Our General Account balance on 31 December 2023 stood at £102,793.54. We started the year with £ 97,004.88, therefore an overall increase in the current account of £5,789 from 2022, which was predominantly due to property rental income but reduced by a major electrics upgrade.

Our main income is from rents; we have two flats, two commercial units, representing £51,496 of which £10,296 comes from several Car Park spaces. We use Young and Gilling, Property & Estate Agents as our agents and they arrange all lettings, investigations and repairs to the property. 2022 debts were recovered and all 2023 rents are up to date.

Our other regular annual income is from our rebate from Membership fees from HQ RAFA for 2022 which totalled £400.

Our regular expenditure is for Management costs, Utilities, Cleaners, Security Alarms, Building Insurance, Auditor fees and general repairs and maintenance. Our major expenditure in 2023 has been for routine maintenance and refurbishment totalling £8788, Management Costs £8,700, Insurance £4990, Utilities £7016 and donations to Wings Appeal of £1086. An added £14,717 was spent to upgrade the mains electric supply. Broadband cost £790.

The Welfare account ended the year with £753.83 after starting the year with £7,046; the decrease due in main from a donation of £5000 made to RAFA Rothbury House and supporting our Combat Social Isolation initiative of monthly Sandwich Lunches, costing £513 and refurbishing the Rissington Suite, costing £1327. Other expenses included BT Telephony costs of £220.

Maintenance for 2024 will see completion of the electrics upgrade, with estimates received or requested for improvements in the Kitchen and to provide disabled access in the Toilets.

**UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2023**

**FOR**

**THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH  
(REGISTERED CHARITY NUMBER: 231667)**

## THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES

I report to the charity trustees on my examination of the accounts of The Royal Air Forces Association – Cheltenham Branch for the year ended 31 December 2023.

#### **Responsibilities and basis of report**

As the charity 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 Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.



Robert Harris FCA  
Kingscott Dix (Cheltenham) Limited  
Chartered Accountants  
Malvern View Business Park  
Stella Way  
Bishops Cleeve  
Cheltenham  
Gloucestershire  
GL52 7DQ

31 January 2024

**THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH**

**STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 December 2023**

	Notes	2023 Unrestricted Fund £	2023 Restricted Fund £	2023 Total Funds £	2022 Total Funds £
<b>INCOME FROM</b>					
<b>Donations and legacies</b>					
Donations	2	3,360	-	3,360	2,694
<b>Charitable activities</b>					
Welfare		-	698	698	-
Branch property	3	50,496	-	50,496	52,621
<b>Total</b>		<u>53,856</u>	<u>698</u>	<u>54,554</u>	<u>55,315</u>
<b>EXPENDITURE ON</b>					
<b>Raising funds</b>					
Raising donations and legacies		-	-	-	29
<b>Charitable activities</b>					
Welfare		-	6,355	6,355	-
Branch property		46,315	-	46,315	30,035
Branch activities		4,479	-	4,478	23,291
<b>Total</b>	4	<u>50,794</u>	<u>6,355</u>	<u>57,149</u>	<u>53,355</u>
<b>NET INCOME / (EXPENDITURE)</b>		<b>3,062</b>	<b>(5,657)</b>	<b>(2,595)</b>	<b>1,960</b>
Transfers between funds		635	(635)	-	-
<b>Reconciliation of funds</b>					
Total funds brought forward		180,525	7,046	187,571	185,611
Total funds carried forward		<u>184,222</u>	<u>754</u>	<u>184,976</u>	<u>187,571</u>

**THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH**

**BALANCE SHEET  
As at 31 December 2023**

	Notes	2023 Unrestricted Fund £	2023 Restricted Fund £	2023 Total Funds £	2022 Total Funds £
<b>Fixed assets</b>					
Tangible assets	7	81,210	-	81,210	82,375
<b>Current assets</b>					
Stocks		350	-	350	350
Debtors	8	1,448	-	1,448	2,062
Cash at bank		102,794	754	103,548	104,051
<b>Creditors</b>					
Amounts falling due within 1 year	9	(1,580)	-	(1,580)	(1,267)
<b>Net current assets</b>		<u>184,222</u>	<u>754</u>	<u>184,976</u>	<u>105,196</u>
<b>Total assets less current liabilities</b>		184,222	754	184,976	187,571
<b>NET ASSETS</b>		<u><b>184,222</b></u>	<u><b>754</b></u>	<u><b>184,976</b></u>	<u><b>187,571</b></u>
<b>FUNDS</b>					
Unrestricted funds				184,222	180,525
Restricted funds				<u>754</u>	<u>7,046</u>
<b>TOTAL FUNDS</b>	10			<u><b>184,976</b></u>	<u><b>187,571</b></u>

The financial statements were approved by the Board of Trustees and authorised for issue on ..... and were signed on its behalf by:

.....  
Mr M K Bryant  
Branch Chairman - Trustee

# THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH

## NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 December 2023

### 1. ACCOUNTING POLICIES

#### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice, Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK', and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

The functional and presentational currency of the charity is British Sterling (£). The charity is a public benefit entity.

#### **Reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102:

- the requirements of Section 7 Statement of Cash Flows.

#### **Judgements and estimation uncertainty**

No significant judgements nor estimations have been used in preparing the financial statements.

#### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received, and the amount can be measured reliably.

#### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

#### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	25% reducing balance
Fixtures and fittings	25% reducing balance

#### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

#### **Taxation**

The charity is exempt from corporation tax on its charitable activities.

#### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

## THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH

### Financial instruments

The trust only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

#### 2. DONATIONS

	<b>2023</b>	<b>2022</b>
	£	£
Wings appeal	1,293	1,308
Donations	2,066	344
Subscriptions	-	1,042
	3,360	2,694

#### 3. BRANCH PROPERTY

	<b>2023</b>	<b>2022</b>
	£	£
Rents received	50,496	52,621
	50,496	52,621

#### 4. EXPENDITURE

	Direct Costs £	Staff Costs £	Support Costs £	2023 Total £	2022 Total £
<b>Charitable activities</b>					
Welfare	6,355	-	-	6,355	-
Branch property	46,315	-	-	46,315	30,035
Branch activities	-	-	4,478	4,478	23,291
Total 2023	52,670	-	4,478	57,149	
Total 2022	30,035	-	23,291		53,355

Direct costs are the costs incurred by the charity to achieve its objectives. Support costs are the costs incurred in the general running of the organisation.

#### 5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits during the current or previous year.

Trustees were reimbursed expenses of £1,086 during the year.

#### 6. TAXATION

The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

**THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH**

**7. TANGIBLE FIXED ASSETS**

	Freehold property £	Plant & machinery £	Fixtures & Fittings £	Computer equipment £	Total £
<b>COST</b>					
At 1 January	73,731	4,008	34,198	800	112,737
Additions	-	-	1,328	-	1,328
31 December	<u>73,731</u>	<u>4,008</u>	<u>35,526</u>	<u>800</u>	<u>114,065</u>
<b>DEPRECIATION</b>					
At 1 January	-	4,008	25,554	800	30,362
Charge for year	-	-	2,493	-	2,493
At 31 December	<u>-</u>	<u>4,008</u>	<u>28,047</u>	<u>800</u>	<u>32,855</u>
<b>NET BOOK VALUE</b>					
At 1 January	73,731	-	8,644	-	82,375
At 31 December	<u>73,731</u>	<u>-</u>	<u>7,479</u>	<u>-</u>	<u>81,210</u>

Freehold property is mixed-use, in part used by the charity, and in part let to generate an income. It is shown within tangible fixed assets, as the fair value of the investment property component cannot be measured reliably. Consequently, the whole of freehold property is recognised at cost.

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023 £	2022 £
Trade debtors	-	1,000
Other debtors	1,448	1,062
	<u>1,448</u>	<u>2,062</u>

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2023 £	2022 £
Other creditors	1,580	1,267
	<u>1,580</u>	<u>1,267</u>

**10. MOVEMENT IN FUNDS**

	At 31.12.2022 £	Incoming resources £	Resources expended £	Transfers £	At 31.12.2023 £
<b>UNRESTRICTED</b>					
General fund	180,525	53,856	(50,794)	635	184,222
<b>RESTRICTED</b>					
Welfare fund	7,046	698	(6,355)	(635)	754
<b>TOTAL FUNDS</b>	<u>187,571</u>	<u>54,554</u>	<u>(57,149)</u>	<u>-</u>	<u>184,976</u>

## THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH

	At 31.12.2021 £	Incoming resources £	Resources expended £	Transfers £	At 31.12.2022 £
UNRESTRICTED					
General fund	167,070	55,315	(41,860)	-	180,525
RESTRICTED					
Welfare fund	18,541	-	(11,495)	-	7,046
TOTAL FUNDS	<u>185,611</u>	<u>55,315</u>	<u>(53,355)</u>	<u>-</u>	<u>187,571</u>

### 11. RELATED PARTY DISCLOSURES

The Branch forwards donations received under the Wings Appeal to The Royal Air Force Association, and in turn receives a rebate for local welfare use. During the year donations were sent of £6,216 and rebates were received of £1,293.

### 12. RESTRICTED FUNDS

The welfare fund is held in a separate bank account and is held to provide monetary support to the RAF Family and for the provision of advice and welfare services.

**THE ROYAL AIR FORCES ASSOCIATION – CHELTENHAM BRANCH**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 December 2023**

	<b>2023</b>	<b>2022</b>
	£	£
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Wings appeal	1,293	1,308
Donations	2,066	344
Subscriptions	-	<u>1,042</u>
	<u>3,360</u>	<u>2,694</u>
<b>Charitable activities</b>		
Rents on surplus property	50,496	52,621
Social activities	698	-
<b>Total incoming resources</b>	<u><b>54,554</b></u>	<u><b>55,315</b></u>
<b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Sundries	-	29
<b>Charitable activities</b>		
Rates and water	2,151	242
Insurance	4,604	3,940
Light and heat	3,993	6,478
Rental expenses	8,700	8,715
Repairs	468	359
Property repairs	23,906	8,993
Deprecation	2,493	2,183
Postage and stationery	-	132
Subscriptions	-	17
Annual conference	278	338
Secretarial / Trustee expenses	322	33
Remembrance / B of B day	120	80
Telephone	1,010	5,895
Grants to institutions	1,086	14,162
Accountancy and legal fees	1,240	960
Sundries	423	-
Welfare Officer expenses	185	95
Welfare activities	1,170	704
Grants to institutions	5,000	-
<b>Total resources expended</b>	<u><b>57,149</b></u>	<u><b>53,355</b></u>
<b>NET INCOME / (EXPENDITURE)</b>	<u><b>(2,595)</b></u>	<u><b>1,960</b></u>

**THE ROYAL AIR FORCES ASSOCIATION - CHELTENHAM BRANCH**

England & Wales - Charity number 231667

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# Accounts

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<b>Trustees' Annual Report for the period</b>						
Period start date			<b>To</b>	Period end date		
Day 01	Month 01	Year 2022		Day 31	Month 12	Year 2022

**Section A Reference and administration details**

**Branch name** RAFA Cheltenham Branch  
 (referred to hereinafter as either the “Branch” or the “Charity”)

**Other names / number Branch is known by**

**Registered charity number (if any)** 231667

**Branch's principal address**

	1 Royal Crescent	
	Cheltenham	
<b>Postcode</b>		GL50 3DA

**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	Mike Bryant	Chair		
2	Angela Hawley	Secretary		
3	Rick Oldham	Treasurer		

4	Moyne Blake	Branch Welfare Officer, Wings Appeal Organiser		
5	Keith Baalham	Membership Officer		
	Dermot McCarthy	Building Custodian	Until March 2022	
6	John Welham	Building Custodian	From March 2022	
7	Sir Dusty Miller	Branch President	Until March 2022	
8	Nick Price	Member	From September 2022	
9	Steve Poulton	Member	From December 2022	

**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

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
RAFALO	Sgt Andy Molloy	Via MoD
Property manager	David Turner	Young and Gilling First Floor Suite, 1 Royal Crescent, Cheltenham, GL50 3DA
RAFA Branch Relationship and Engagement Officer	Charlotte McGuin	RAFA HQ, Leicester

## **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. appointed by, elected by)	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.

<p><b>Charity's organisational structure</b></p> <p>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.</p> <p><b>Related party relationships</b></p> <p>The Branch premises are used under a licence from the Branch by the Cheltenham Guardians from Saturday evenings until early Sunday mornings. The Guardians provide security and safeguarding services to vulnerable young people in the Cheltenham evening and night time economy. The Branch's partnership with the Guardians is in furtherance of an approach to extend its reach further into the community, build networks, develop its influence, work closely with other charities, engage with partner organisations, raise its profile and earn community goodwill. In this, it has been very successful.</p> <p>The Branch Welfare Officer also belongs to the Royal British Legion and helps coordinate welfare activities between the 2 charities.</p> <p>Good working relationships have been established with Armed Forces Champions at Gloucestershire County Council and Cheltenham Borough Council. The Branch is actively engaged with the county-wide Armed Forces Covenant Partnership in a project to develop an Armed Forces Hub.</p> <p>The RAFALO team set up a Wings Appeal display at a local government agency to highlight the work of the Branch and collect donations. This realised the sum of £325.</p>
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### **Risk management**

The Branch has a Strategic Plan that was reviewed during the year and is due to be renewed or replaced in February 2023. The Branch also has a Personal Information Protection Policy and various other policies or protocols to underpin good governance.

## **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)**

Branch members participated in local ceremonies and functions to mark Armed Forces Day, the Withdrawal From Aden and Remembrance Day. The period of National Mourning following the death of Her Majesty The Queen precluded holding the customary Parade and Service to commemorate the Battle of Britain but the Branch President and Branch Chairman joined the Chairman of the local Royal British Legion branch in laying wreaths at the town War Memorial.

The RAFALO, who acts as the Branch standard bearer, together with members of the committee continued to support local military and RAF-associated functions.

Thursday Wings coffee mornings continued throughout the year and this weekly event continues to provide an important meeting venue for a small group of ageing veterans.

The Branch Aviation History Group meets on alternate Thursdays in the Branch lounge.

The Branch continues to support the RAFA HQ OP CONNECT initiative.

Of particular note, the Branch donated in tranches a total of over £12,000 to the Association's project to convert its Rothbury House into a residential home for RAF veterans.

The Branch also donated £2000 to the Association's Wings Appeal.

The Branch Welfare Officer provided support for members in the local area needing stair lifts and mobility scooters and advice on benefit entitlements.

The Branch Committee continued to employ a sympathetic policy towards rent payments from commercial and residential tenants in the RAFA premises for the duration of Covid-19 restrictions, but income was maintained for the most part from all tenants.

The Branch Committee held regular Zoom committee meetings since Covid-19 restrictions were introduced and also held an AGM by Zoom on 3 March 2022. Subsequently, monthly Committee meetings were physical ones.

The Branch committee held a social event to commemorate the 100th birthday of one of its beneficiaries and, in addition, held a series of 'Sandwich Lunches' and ran a Quiz Night – all aimed primarily at combatting loneliness and social isolation amongst Branch members and beneficiaries.

The Branch President and Branch Chairman participated in the unveiling ceremony for a memorial to the mixed Canadian and British crew of a Halifax bomber that crashed near Cheltenham during World War 2.

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**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.

The Branch committee has continued to provide financial support to local RAF Air Cadet Squadrons in the form of grants for specific projects and activities.

## Section D

## Achievements and performance

**Summary of the main achievements of the branch during the year**

The main activity undertaken by the Branch this year has been to continue the process of corporate recovery from the Covid-19 pandemic and its consequences.

The Committee recognised that it was well-placed to provide friendship and comradeship to Branch members and beneficiaries, and to alleviate their loneliness and social isolation. Many of the items set out in the “Summary of the main activities” section above were in explicit support to this focus.

Further maintenance and refurbishment on the premises was carried out throughout the year.

The Branch Committee discussed resolutions for the Association Area and National Conferences and provided voting guidance to the Branch Conference Delegate. He attended both Conferences and reported back to the Committee.

The Branch Committee has continued to engage with its members by a variety of measures including frequent e-Newsletters, posts on the Branch web site, the Thursday morning Wings Café and phone calls.

In the absence of an Association on-line forum for members of this and other Branches to exchange views and information, a Branch Facebook page has been created and, to facilitate use of this and other digital media, a broadband wifi service has been set up in the Branch premises.

**Section E Financial review**

**Brief statement of the branch’s policy on reserves**

With approved planned expenditure the Branch had approximately £97,000 in its accounts at the end of 2022 against an estimated required reserve of £97,000.

However, the Branch Building Custodian along with our Building Management Agent is undertaking a major review of essential projects for the whole building that will need to be funded. It is anticipated that Branch funds will approach the reserve figure by the end of 2023

**Details of any funds materially in deficit**

No funds are in deficit

**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 Branch premises contain commercial and residential units that are leased out and when fully occupied generate a gross income of about £50.5k per annum.

The net income after management fees, maintenance, cleaning, insurance, utilities and Council Tax are deducted falls to about £16k per annum.

In December 22 the Branch Account held £97,005 and the Welfare Fund held £7,046.

The cost of the maintenance and refurbishment work for 2022 to date has been £15,641 and further expenditure of £17,500 to address damp in the Rissington Room and the Main Building entrance and stairs has also been approved.

Expenditure on the Branch area of the building will be directed towards essential maintenance, upgrading the kitchen and the improvement of disabled facilities for the convenience and enjoyment of all Branch members.

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the branch's trustees

Signature(s)



<b>Full name(s)</b>	Michael K Bryant	
<b>Position (eg Secretary, Chair, etc)</b>	Branch Chairman	

**Date**

## **ACCOUNTS OF THE CHELTENHAM BRANCH R.A.F. ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2022**

Mr Oldham has provided the following report to AGM 2023:

Our General Account balance on 31 December 2022 stood at £97,004. We started the year with £79,153 therefore an overall increase in the current account of £17,852 from 2021 which was predominantly due to property rental income.

Our main income is from rents; we have two flats, two offices and Car Park spaces. We use Young and Gilling, Estate Agents as our agents and they arrange all lettings, investigations and repairs to the property. There is an outstanding amount from a tenant managed by Young and Gilling totalling £1,000 which is under review and should be cleared during early 2023. Our other regular annual income is from our rebate from Membership fees from HQ RAFA for 2021 which totalled £1,042.

Our regular expenditure is for Management costs, Utilities, Cleaners, Security Alarms, Building Insurance, Auditor fees and general repairs and maintenance. Our major expenditure in 2022 has been for routine maintenance and refurbishment totalling £15,641, Management Costs £8,715, Insurance £3,668, Utilities £5,621 and donations of £4,162. Treasurer and HWO expenses totalled £138 which included transport, stationery, IT and postage.

The Welfare account began the year with £18,541 and ended the year with £7,046 a decrease of £11,495 due in main from donations made to Rothbury House. Other expenses included BT Telephony costs of £220.



## **BRANCH RESERVES POLICY – 2023 RAFA Cheltenham Branch**

This Branch agrees that it will hold no more than £100,000 in reserve at any given time. For this year we have set the reserves level at £97,000 which equates to two years average expenditure (£89,386), predicted expenditure against the building refurbishment (£45,500) and a total loss of expected membership rebate (£1042). The balance held on unrestricted funds at 31 December 2022 was £97,004.

The Branch holds a restricted fund (the Welfare Fund) as at 31 December 2022 of £7,046 of which £7,000 is entirely earmarked for hardship claims by qualifying members of the RAF Community. Should this fund become depleted to the extent that the Branch's welfare activities were impacted, a grant would be sought from the RAF Benevolent Fund. This obviates the need for Reserves for Welfare.

**Report of the Trustees and**  
**Unaudited Financial Statements**  
**For The Year Ended 31 December 2022**  
**for**  
**Royal Air Forces Association Cheltenham**

**Royal Air Forces Association Cheltenham**

**Contents of the Financial Statements**  
**For The Year Ended 31 December 2022**

	<b>Page</b>
<b>Report of the Trustees</b>	1 to 4
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## **Royal Air Forces Association Cheltenham**

### **Report of the Trustees** **For The Year Ended 31 December 2022**

The trustees present their report with the financial statements of the charity for the year ended 31 December 2022. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

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.

##### **Related Party Relationships**

The Branch premises are used under a licence from the Branch by the Cheltenham Guardians from Saturday evenings until early Sunday morning. The Guardians provide security and safeguarding services to vulnerable young people in the Cheltenham evening and night time economy. The Branch's partnership is in furtherance of an approach to extend its reach further into the community, build networks, develop its influence, work closely with other charities, engage with partner organisations, raise its profile and earn community goodwill. In this, it has been very successful.

The Branch Welfare Officer also belongs to the Royal British Legion and helps coordinate welfare activities between the 2 charities.

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The RAFALO team set up a Wings Appeal display at a local government agency to highlight the work of the Branch and collect donations. This realised the sum of £325.

##### **Risk Management**

The Branch has a Strategic Plan that was reviewed in February 2022 and is due to be renewed or replaced in February 2023.

The Branch also has a personal Information Protection Policy and various other policies or protocols to underpin good governance.

##### **Objectives**

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

##### **Public benefit**

the Branch Committee has continued to provide financial support to local RAF Air Cadet Squadrons in the form of grants for specific projects and activities.

## Royal Air Forces Association Cheltenham

### Report of the Trustees For The Year Ended 31 December 2022

#### **ACHIEVEMENT AND PERFORMANCE**

##### **Charitable activities**

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## **Royal Air Forces Association Cheltenham**

### **Report of the Trustees** **For The Year Ended 31 December 2022**

In the absence of an Association on-line forum for members of this and other Branches to exchange views and information, a Branch Facebook page has been created and, to facilitate use of this and other digital media, a broadband wifi service has been set up in the Branch premises.

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Expenditure on the Branch area of the building will be directed towards essential maintenance, upgrading the kitchen and the improvement of disabled facilities for the convenience and enjoyment of all Branch members.

#### **FINANCIAL REVIEW**

##### **Reserves policy**

With approved planned expenditure the Branch had approximately £97,000 in its accounts at the end of 2022 against an estimated required reserve of £97,000.

However, the Branch Building Custodian along with our Building Management Agent is undertaking a major review of essential projects for the whole building that will need to be funded. It is anticipated that Branch funds will approach the reserve figure by the end of 2023

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **REFERENCE AND ADMINISTRATIVE DETAILS**

###### **Registered Charity number**

231667

###### **Principal address**

1 Royal Crescent  
Cheltenham  
Gloucestershire  
GL50 3DA

###### **Trustees**

A M Sir G A Miller KBE Branch President (resigned 31.3.22)  
Mr M K Bryant Branch Chairman  
Mr D McCarthy Building Custodian Vice Chairman (resigned 31.3.22)  
Mr R C Oldham Treasurer  
Mrs A Hawley Secretary  
Mr K Baalham Membership Officer  
Mrs M J Blake Welfare Officer  
Mr J Welham Building Custodian (appointed 1.3.22)  
N Price (appointed 1.9.22)  
S Poulton (appointed 1.12.22)

###### **Independent Examiner**

Kingscott Dix Limited  
Chartered Accountants  
Goodridge Court  
Goodridge Avenue  
Gloucester  
Gloucestershire  
GL2 5EN

**Royal Air Forces Association Cheltenham**

**Report of the Trustees**  
**For The Year Ended 31 December 2022**

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Advisers**

RAFALO Sgt Andy Molloy Via MoD

Property manager David Turner Young and Gilling  
First Floor Suite, 1 Royal Crescent, Cheltenham, GL50 3DA

RAFA Branch Relationship and Engagement Officer Charlotte McGuin RAFA HQ, Leicester

Approved by order of the board of trustees on 15 January 2023 and signed on its behalf by:

Mr M K Bryant Branch Chairman - Trustee

**Independent Examiner's Report to the Trustees of  
Royal Air Forces Association Cheltenham**

**Independent examiner's report to the trustees of Royal Air Forces Association Cheltenham**

I report to the charity trustees on my examination of the accounts of Royal Air Forces Association Cheltenham (the Trust) for the year ended 31 December 2022.

**Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

P A Reynaert  
Kingscott Dix Limited  
Chartered Accountants  
Goodridge Court  
Goodridge Avenue  
Gloucester  
Gloucestershire  
GL2 5EN

3 March 2023

**Royal Air Forces Association Cheltenham**

**Statement of Financial Activities  
For The Year Ended 31 December 2022**

	Notes	Unrestricted fund £	Restricted fund £	31.12.22 Total funds £	31.12.21 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		2,694	-	2,694	11,244
<b>Charitable activities</b>					
Branch Property		52,621	-	52,621	-
Investment income	2	-	-	-	37,582
<b>Total</b>		<u>55,315</u>	<u>-</u>	<u>55,315</u>	<u>48,826</u>
<b>EXPENDITURE ON</b>					
<b>Raising funds</b>					
Raising donations and legacies	3	29	-	29	-
		<u>29</u>	<u>-</u>	<u>29</u>	<u>-</u>
<b>Charitable activities</b>					
Welfare		-	-	-	1,626
Branch Property		30,035	-	30,035	108,602
Branch Activities		11,796	11,495	23,291	1,976
<b>Total</b>		<u>41,860</u>	<u>11,495</u>	<u>53,355</u>	<u>112,204</u>
<b>NET INCOME/(EXPENDITURE)</b>		13,455	(11,495)	1,960	(63,378)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		167,070	18,541	185,611	248,989
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>180,525</u></u>	<u><u>7,046</u></u>	<u><u>187,571</u></u>	<u><u>185,611</u></u>

The notes form part of these financial statements

**Royal Air Forces Association Cheltenham**

**Balance Sheet**  
**31 December 2022**

	Notes	Unrestricted fund £	Restricted fund £	31.12.22 Total funds £	31.12.21 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	6	82,375	-	82,375	84,558
<b>CURRENT ASSETS</b>					
Stocks	7	350	-	350	350
Debtors	8	2,062	-	2,062	3,789
Cash at bank		97,005	7,046	104,051	97,694
		<u>99,417</u>	<u>7,046</u>	<u>106,463</u>	<u>101,833</u>
<b>CREDITORS</b>					
Amounts falling due within one year	9	(1,267)	-	(1,267)	(780)
		<u>98,150</u>	<u>7,046</u>	<u>105,196</u>	<u>101,053</u>
<b>NET CURRENT ASSETS</b>					
		<u>180,525</u>	<u>7,046</u>	<u>187,571</u>	<u>185,611</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>180,525</u>	<u>7,046</u>	<u>187,571</u>	<u>185,611</u>
<b>NET ASSETS</b>					
		<u>180,525</u>	<u>7,046</u>	<u>187,571</u>	<u>185,611</u>
<b>FUNDS</b>					
	10			180,525	167,070
Unrestricted funds				7,046	18,541
Restricted funds				<u>187,571</u>	<u>185,611</u>
<b>TOTAL FUNDS</b>					

The financial statements were approved by the Board of Trustees and authorised for issue on 3 March 2023 and were signed on its behalf by:

Mr M K Bryant Branch Chairman - Trustee

## Royal Air Forces Association Cheltenham

### Notes to the Financial Statements For The Year Ended 31 December 2022

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

##### **Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 25% on reducing balance
Fixtures and fittings	- 25% on reducing balance

The freehold property is shown in the balance sheet at cost which is so far below any market value that the trustees have not revalued it or sought to depreciate it on an annual basis.

##### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Royal Air Forces Association Cheltenham**

**Notes to the Financial Statements - continued**  
**For The Year Ended 31 December 2022**

**2. INVESTMENT INCOME**

	31.12.22	31.12.21
	£	£
Rents received	-	37,582
	<u>          </u>	<u>          </u>

**3. RAISING DONATIONS AND LEGACIES**

	31.12.22	31.12.21
	£	£
Sundries	29	-
	<u>          </u>	<u>          </u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2022 nor for the year ended 31 December 2021.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 December 2022 nor for the year ended 31 December 2021.

**5. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	10,725	519	11,244
Investment income	37,582	-	37,582
<b>Total</b>	<u>48,307</u>	<u>519</u>	<u>48,826</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Welfare	-	1,626	1,626
Branch Property	108,602	-	108,602
Branch Activities	1,976	-	1,976
<b>Total</b>	<u>110,578</u>	<u>1,626</u>	<u>112,204</u>
<b>NET INCOME/(EXPENDITURE)</b>	(62,271)	(1,107)	(63,378)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	229,341	19,648	248,989
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>167,070</u>	<u>18,541</u>	<u>185,611</u>

**Royal Air Forces Association Cheltenham**

**Notes to the Financial Statements - continued**  
**For The Year Ended 31 December 2022**

**6. TANGIBLE FIXED ASSETS**

	Freehold property £	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>					
At 1 January 2022 and 31 December 2022	73,731	4,008	34,198	800	112,737
<b>DEPRECIATION</b>					
At 1 January 2022	-	4,008	23,393	778	28,179
Charge for year	-	-	2,161	22	2,183
At 31 December 2022	-	4,008	25,554	800	30,362
<b>NET BOOK VALUE</b>					
At 31 December 2022	73,731	-	8,644	-	82,375
At 31 December 2021	73,731	-	10,805	22	84,558

**7. STOCKS**

	31.12.22 £	31.12.21 £
Stocks	350	350

**8. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.22 £	31.12.21 £
Trade debtors	1,000	-
Prepayments and accrued income	1,062	3,789
	2,062	3,789

**9. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.22 £	31.12.21 £
Other creditors	1,267	780

**10. MOVEMENT IN FUNDS**

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
<b>Unrestricted funds</b>			
General fund	167,070	13,455	180,525
<b>Restricted funds</b>			
Welfare Fund	18,541	(11,495)	7,046
<b>TOTAL FUNDS</b>	185,611	1,960	187,571

**Royal Air Forces Association Cheltenham**

**Notes to the Financial Statements - continued**  
**For The Year Ended 31 December 2022**

**10. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	55,315	(41,860)	13,455
<b>Restricted funds</b>			
Welfare Fund	-	(11,495)	(11,495)
<b>TOTAL FUNDS</b>	<u>55,315</u>	<u>(53,355)</u>	<u>1,960</u>

**Comparatives for movement in funds**

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
<b>Unrestricted funds</b>			
General fund	229,341	(62,271)	167,070
<b>Restricted funds</b>			
Welfare Fund	19,648	(1,107)	18,541
<b>TOTAL FUNDS</b>	<u>248,989</u>	<u>(63,378)</u>	<u>185,611</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	48,307	(110,578)	(62,271)
<b>Restricted funds</b>			
Welfare Fund	519	(1,626)	(1,107)
<b>TOTAL FUNDS</b>	<u>48,826</u>	<u>(112,204)</u>	<u>(63,378)</u>

**Royal Air Forces Association Cheltenham**

**Notes to the Financial Statements - continued**  
**For The Year Ended 31 December 2022**

**10. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.21 £	Net movement in funds £	At 31.12.22 £
<b>Unrestricted funds</b>			
General fund	229,341	(48,816)	180,525
<b>Restricted funds</b>			
Welfare Fund	19,648	(12,602)	7,046
<b>TOTAL FUNDS</b>	<u>248,989</u>	<u>(61,418)</u>	<u>187,571</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	103,622	(152,438)	(48,816)
<b>Restricted funds</b>			
Welfare Fund	519	(13,121)	(12,602)
<b>TOTAL FUNDS</b>	<u>104,141</u>	<u>(165,559)</u>	<u>(61,418)</u>

**11. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2022.

**12. RESTRICTED FUNDS**

The welfare fund is held in a separate bank account and is held to provide not only monetary support to the RAF Family but also for the provision of advice and welfare services.

**Royal Air Forces Association Cheltenham**

**Detailed Statement of Financial Activities**  
**For The Year Ended 31 December 2022**

	31.12.22 £	31.12.21 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Wings Appeal	1,308	251
Donations	344	9,247
RAF Benevolent Fund	-	520
Subscriptions	1,042	1,226
	<hr/>	<hr/>
	2,694	11,244
<b>Investment income</b>		
Rents received	-	37,582
<b>Charitable activities</b>		
Rents on surplus property	52,621	-
	<hr/>	<hr/>
<b>Total incoming resources</b>	55,315	48,826
 <b>EXPENDITURE</b>		
<b>Raising donations and legacies</b>		
Sundries	29	-
<b>Charitable activities</b>		
Rates and water	242	1,238
Insurance	3,940	2,595
Light and heat	6,478	1,994
Postage and stationery	132	39
Rental expenses	8,715	21,344
Repairs	359	245
Property repairs	8,993	78,937
Subscriptions	17	400
Annual Conference	338	-
Secretarial expenses	33	316
Remembrance/Bof B day	80	151
Telephone	5,895	532
Welfare officer expenses	95	144
Social Activities	704	695
Plant and machinery	-	186
Fixtures and fittings	2,161	1,428
Computer equipment	22	400
Grants to institutions	14,162	-
Grants to individuals	-	780
	<hr/>	<hr/>
	52,366	111,424
<b>Support costs</b>		
<b>Governance costs</b>		
Accountancy and legal fees	960	780
	<hr/>	<hr/>
Total resources expended	53,355	112,204
	<hr/>	<hr/>
<b>Net income/(expenditure)</b>	1,960	(63,378)
	<hr/> <hr/>	<hr/> <hr/>

This page does not form part of the statutory financial statements

**THE ROYAL AIR FORCES ASSOCIATION - CHELTENHAM BRANCH**

England & Wales - Charity number 231667

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# Accounts

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<b>Trustees' Annual Report for the period</b>						
Period start date			<b>To</b>	Period end date		
Day 01	Month 01	Year 2021		Day 31	Month 12	Year 2021

## Section A Reference and administration details

**Branch name**

RAFA Cheltenham Branch

(referred to hereinafter as either the “Branch” or the “Charity”)

**Other names / number Branch is known by**

**Registered charity number (if any)**

231667

**Branch's principal address**

1 Royal Crescent	
Cheltenham	
<b>Postcode</b>	GL50 3DA

**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	Mike Bryant	Chairman		
2	Angela Hawley	Secretary		
3	Rick Oldham	Treasurer		

4	Moyne Blake	Branch Welfare Officer, Wings Appeal Organiser		
5	Keith Baalham	Membership Officer		
6	Dermot McCarthy	Building Custodian	From October 2021	
7	Sue Power	Deputy Branch Welfare Officer	Until September 2021	
8	Sir Dusty Miller	Branch President		

**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

**Names and addresses of advisers (Optional information)**

Type of adviser	Name	Address
RAFALO	Sgt Andy Molloy	Via MoD
Property manager	David Turner	Young and Gilling, 3 Crescent Terrace, Cheltenham, GL50 3PE
Branch Club representative Until 31 July 2021	Chris Shepherd	1 Royal Crescent, Cheltenham, GL50 3DA
RAFA Branch Relationship and Engagement Officer	Charlotte McGuin	RAFA HQ, Leicester

## **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. appointed by, elected by)	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.

<p><b>Charity’s organisational structure</b></p> <p>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.</p> <p><b>Related party relationships</b></p> <p>The Branch Club operated under a licence from the Branch. It was shut during the COVID pandemic and was formally closed down in July 2021.</p> <p>The Branch Aviation History Group meets on alternate Thursdays in the Branch Conference Room.</p> <p>The Branch Welfare Officer also belongs to the Royal British Legion and helps coordinate welfare activities between the 2 charities.</p> <p><b>Risk management</b></p> <p>The Branch has a Strategic Plan that is due to be reviewed in February 2022.</p>
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## 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)**

The COVID crisis continued to disrupt normal Branch activities in 2021, but members were able to participate in scaled back local ceremonies and functions to mark the Armed Forces Day, Battle of Britain Day and Remembrance Day.

The RAFALO, who acts as the Branch standard bearer, together with members of the committee continued to support local funerals when requested and when restrictions allowed.

Thursday Wings coffee mornings continued when restrictions permitted and this weekly event continues to provide an important meeting venue for a small group of ageing veterans.

The Branch continues to support the RAFA HQ OP CONNECT initiative.

The Branch Welfare Officer has provided support for members in the local area needing stair lifts and mobility scooters and advice on benefit entitlements.

The Branch Committee continued to employ a sympathetic policy towards rent payments from commercial and residential tenants in the RAFA premises for the duration of Covid-19 restrictions, but income was maintained from all tenants apart from the RAFA Club.

The Branch committee held regular Zoom committee meetings since restrictions were introduced and also held an AGM by Zoom on 25 February 2021.

The Branch committee was able to hold 2 social events to commemorate the 100th birthdays of 2 of its members, the award of a RAFA HQ commendation and to mark the retirement of the Branch Administration Officer.

In addition the Branch held a 'Sandwich and Mince pie' lunch in December.

**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.

The Branch committee has continued to provide financial support to local RAF Air Cadet Squadrons in the form of grants for specific projects and activities.

## Section D

## Achievements and performance

**Summary of the main achievements of the branch during the year**

The main activity undertaken by the Branch this year has been to commence a programme of maintenance and refurbishment. The exterior of the building (a listed, rendered Regency end of terrace town house) including the wooden sash windows, external doors, balcony, canopy and roof were repaired and repainted. The car park perimeter wall was rebuilt and the parking spaces remarked. Internally the damp in the basement bar and entrance area was addressed and the bar area redecorated together with the Resource Room and Ladies toilet.

A high definition digital projector, sound system and screen were also installed in the main basement room to be used for presentations. The basement area allows level access for members with mobility issues.

Following a prolonged period of closure due to COVID, the RAFA Club was unable to muster enough support from its members to form a committee and had to cease operating.

The remaining funds were transferred to the Branch account once final invoices had been paid and the bar staff had been paid their redundancy packages.

The RAFA Club had been operating for 50 years and had accumulated a considerable amount of material in the basement area. The Branch committee employed a firm to clear out the basement and is now considering options as to how best to use the space.

The Branch Committee submitted formal comments to HQ concerning Resolutions at the Association Annual Conference.

The Branch Committee has continued to engage with its members by a variety of measures including frequent e-Newsletters, posts on the Branch web site, the Thursday morning Wings Café, phone calls, occasional letters and a digital display in the Branch lounge.

**Section E Financial review**

**Brief statement of the branch’s policy on reserves**

With approved planned expenditure the Branch had approximately £79,000 in its accounts at the end of 2021 against an estimated required reserve of £97,000.

However, the Branch committee are reviewing the future use of the basement area that used to be occupied by the Club and the Building Custodian has compiled a list of projects for the whole building that will need to be funded. It is anticipated that Branch funds will approach the reserve figure by the end of 2022.

**Details of any funds materially in deficit**

No funds are in deficit

**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 Branch premises contain commercial and residential units that are leased out and when fully occupied generate a gross income of about £50k per annum.

The net income after management fees, maintenance, cleaning, insurance, utilities and Council Tax when applicable are deducted falls to about £25k per annum.

One of the commercial tenants moved out of the building in the summer, but a new tenant was quickly found.

In December 21 the Branch Account held £79,153 and the Welfare Fund held £18,541.

The cost of the maintenance and refurbishment work to date has been £79842 and further expenditure of £9000 to address damp in the Rissington Room has also been approved.

Expenditure on the Branch area of the building will be directed essential maintenance and the improvement in disabled facilities for the convenience and enjoyment of all Branch members.

## Section F

## Other optional information

## Section G

## Declaration

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

Signed on behalf of the branch's trustees

Signature(s)



<b>Full name(s)</b>	Michael K Bryant	
<b>Position (eg Secretary, Chair, etc)</b>	Branch Chairman	

**Date**

## **ACCOUNTS OF THE CHELTENHAM BRANCH R.A.F. ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2021**

Mr Oldham - Branch Treasurer - has provided the following report.

Our General Account balance on 31 December 2021 stood at £79,153. We started the year with £146,435 therefore an overall decrease in the current account of £67,282 from 2020 which was predominantly due to the property refurbishment.

Our main income is from rents. We have two flats, two offices, and Car Park spaces. We use Young and Gilling, Estate Agents as our agents and they arrange all lettings, investigations and repairs to the property. Due in main to Covid-19 limitations no rent was received from the Club prior to its closure in September however, we did receive £6,495 on closure of the Club accounts. Also as a result of Covid-19 there is an outstanding amount from tenants managed by Young and Gilling totalling £3,143 which should be cleared during early 2022.

Our other regular annual income is from our rebate from Membership fees from HQ RAFA for 2021 which totalled £1,226.

Our regular expenditure is for Utilities, Cleaners, Security Alarms, Building Insurance, Auditor fees and general repairs and maintenance. The utilities costs increased from September as the Branch assumed responsibility for the basement area due to the vacation by the Club.

Our major expenditure in 2021 has been the internal and external refurbishment projects totalling £79,842. The regular annual expenses concerning National and Area Conferences delegate fees and training were minimal this year as a result of the continued Covid-19 restrictions. Treasurer expenses totalled £67 which included transport, stationery, IT and postage.

The Welfare account began the year with £19,773 and ended the year with £18,541 a decrease of £1,232.



Income received was £520 from the RAF Benevolent Fund. Expenses were made up of Welfare Officer's expenses of £269 for telephone calls, mileage and postage; client payments of £780 and BT Telephony costs £245.

**Report of the Trustees and**  
**Unaudited Financial Statements**  
**For The Year Ended 31 December 2021**  
**for**  
**Royal Air Forces Association Cheltenham**

**Royal Air Forces Association Cheltenham**

**Contents of the Financial Statements**  
**For The Year Ended 31 December 2021**

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<b>Detailed Statement of Financial Activities</b>	13 to 14

## **Royal Air Forces Association Cheltenham**

### **Report of the Trustees** **For The Year Ended 31 December 2021**

The trustees present their report with the financial statements of the charity for the year ended 31 December 2021. The trustees have adopted the provisions of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019).

#### **OBJECTIVES AND ACTIVITIES**

##### **Objectives and aims**

The Charity is a branch of the Royal Air Force 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.

##### Related party relationships

The Branch Club operated under a licence from the Branch. it was shut during the COAVID pandemic and was formally closed down in July 2021.

The Branch Aviation History Group meets on alternate Thursdays in the Branch Conference Room.

The Branch Welfare Officer also belongs to the Royal British legion and helps coordinate welfare activities between the 2 charities.

##### Risk Management

The Branch has a Strategic Plan that is due to be reviewed in February 2022.

##### Objectives

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

## Royal Air Forces Association Cheltenham

### Report of the Trustees For The Year Ended 31 December 2021

#### **OBJECTIVES AND ACTIVITIES**

##### **Significant activities**

The COVID crisis continued to disrupt normal Branch activities in 2021, but members were able to participate in scaled back local ceremonies and functions to mark the Armed Forces Day, Battle of Britain Day and Remembrance Day.

The RAFALO, who acts as the Branch standard bearer, together with members of the committee continued to support local funerals when requested and when restrictions allowed.

Thursday Wings coffee mornings continued when restrictions permitted and this weekly event continues to provide an important meeting venue for a small group of ageing veterans.

The Branch continues to support the RAFA HQ OP CONNECT initiative.

The Branch Welfare Officer has provided support for members in the local area needing stair lifts and mobility scooters and advice on benefit entitlements.

The Branch Committee continued to employ a sympathetic policy towards rent payments from commercial and residential tenants in the RAFA premises for the duration of Covid-19 restrictions, but income was maintained from all tenants apart from the RAFA Club.

The Branch Committee held regular Zoom Committee meetings since restrictions were introduced and also held an AGM by Zoom on 25 February 2021.

The Branch Committee was able to hold 2 social events to commemorate the 100th birthdays of 2 of its members, the award of a RAFA HQ commendation, and to mark the retirement of the Branch Administration Officer.

In addition the Branch held a 'Sandwich and Mince Pie' lunch in December.

##### **Public benefit**

the Branch Committee has continued to provide financial support to local RAF Air Cadet Squadrons in the form of grants for specific projects and activities.

#### **FINANCIAL REVIEW**

##### **Reserves policy**

With approved planned expenditure the Branch had approximately £79,000 in its accounts at the end of 2021 against an estimated required reserve of £97,000.

However, the Branch Committee are reviewing the future use of the basement area that used to be occupied by the Club and the Building Custodian has compiled a list of projects for the whole building that will need to be funded. It is anticipated that Branch funds will approach the reserve figure by the end of 2022

The branch premises contain commercial and residential units that are leased out and when fully occupied generate a gross income of about £50K per annum.

The net income after management fees, maintenance, cleaning, insurance, utilities and Council Tax when applicable are deducted falls to about £25K per annum.

One of the commercial tenants moved out of the building in the summer, but a new tenant was quickly found.

In December 2021 the Branch Account held £79,153 in cash, and the Welfare Fund held £18,541.

The cost of maintenance and refurbishment work to date has been £79,842 and further expenditure of £9,000 to address damp in the Rissington Room has also been approved.

Expenditure on the Branch area of the building will be directed to essential maintenance and the improvement in disabled facilities for the convenience and enjoyment of all Branch members.

## **Royal Air Forces Association Cheltenham**

### **Report of the Trustees** **For The Year Ended 31 December 2021**

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The main activity undertaken by the Branch this year has been to commence a programme of maintenance and refurbishment. The exterior of the building(a listed, rendered Regency end of terrace town house) including the wooden sash windows, external doors, balcony, canopy and roof were repaired and repainted. The car park perimeter wall was rebuilt and the parking spaces remarked. Internally the damp in the basement bar and entrance area was addressed and the bar area redecorated together with the Resource Room and Ladies Toilet. A high definition digital projector, sound system and screen were also installed in the main basement room to be used for presentations.

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The remaining funds were transferred to the Branch account once final invoices had been paid and the bar staff had been paid their redundancy packages.

The RAFA Club had been operating for 50 years and had accumulated a considerable amount of material in the basement area . The Branch Committee employed a firm to clear out the basement and is now considering options on how best to use the space.

The Branch Committee submitted formal comments to HQ concerning Resolutions at the Association Annual Conference.

The Branch Committee has continued to engage with its members by a variety of measures including frequent e-Newsletters, posts on the Branch web site, the thursday morning Wings Cafe, phone calls, occasional letters and a digital display in the Branch lounge.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

231667

##### **Principal address**

1 Royal Crescent  
Cheltenham  
Gloucestershire  
GL50 3DA

##### **Trustees**

A M Sir G A Miller KBE Branch President  
Mr M K Bryant Branch Chairman  
Mr D McCarthy Building Custodian Vice Chairman  
Mr R C Oldham Treasurer  
Mrs A Hawley Secretary  
Mr K Baalham Membership Officer  
Mr H Smith (resigned 31.10.21)  
Mrs M J Blake Welfare Officer

##### **Independent Examiner**

Kingscott Dix Limited  
Chartered Accountants  
Goodridge Court  
Goodridge Avenue  
Gloucester  
Gloucestershire  
GL2 5EN

**Royal Air Forces Association Cheltenham**

**Report of the Trustees**  
**For The Year Ended 31 December 2021**

Approved by order of the board of trustees on 3 February 2022 and signed on its behalf by:

Mr M K Bryant Branch Chairman - Trustee

**Independent Examiner's Report to the Trustees of  
Royal Air Forces Association Cheltenham**

**Independent examiner's report to the trustees of Royal Air Forces Association Cheltenham**

I report to the charity trustees on my examination of the accounts of Royal Air Forces Association Cheltenham (the Trust) for the year ended 31 December 2021.

**Responsibilities and basis of report**

As the charity trustees of the Trust 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 Trust's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do 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.

P A Reynaert  
Kingscott Dix Limited  
Chartered Accountants  
Goodridge Court  
Goodridge Avenue  
Gloucester  
Gloucestershire  
GL2 5EN

5 March 2022

**Royal Air Forces Association Cheltenham**

**Statement of Financial Activities  
For The Year Ended 31 December 2021**

	Notes	Unrestricted fund £	Restricted fund £	31.12.21 Total funds £	31.12.20 Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies		10,725	519	11,244	4,017
<b>Charitable activities</b>					
Branch Property		37,582	-	37,582	51,707
Investment income	2	-	-	-	74
<b>Total</b>		<u>48,307</u>	<u>519</u>	<u>48,826</u>	<u>55,798</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>					
Welfare		-	1,626	1,626	16,966
Branch Property		108,602	-	108,602	11,935
Branch Activities		1,976	-	1,976	27,782
<b>Total</b>		<u>110,578</u>	<u>1,626</u>	<u>112,204</u>	<u>56,683</u>
<b>NET INCOME/(EXPENDITURE)</b>		<u>(62,271)</u>	<u>(1,107)</u>	<u>(63,378)</u>	<u>(885)</u>
<b>RECONCILIATION OF FUNDS</b>					
<b>Total funds brought forward</b>		229,341	19,648	248,989	249,874
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>167,070</u></u>	<u><u>18,541</u></u>	<u><u>185,611</u></u>	<u><u>248,989</u></u>

The notes form part of these financial statements

**Royal Air Forces Association Cheltenham**

**Balance Sheet**  
**31 December 2021**

	Notes	Unrestricted fund £	Restricted fund £	31.12.21 Total funds £	31.12.20 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	5	84,558	-	84,558	74,567
<b>CURRENT ASSETS</b>					
Stocks	6	350	-	350	350
Debtors	7	3,789	-	3,789	9,219
Cash at bank		79,153	18,541	97,694	166,208
		<u>83,292</u>	<u>18,541</u>	<u>101,833</u>	<u>175,777</u>
<b>CREDITORS</b>					
Amounts falling due within one year	8	(780)	-	(780)	(1,355)
		<u>82,512</u>	<u>18,541</u>	<u>101,053</u>	<u>174,422</u>
<b>NET CURRENT ASSETS</b>					
		<u>167,070</u>	<u>18,541</u>	<u>185,611</u>	<u>248,989</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>167,070</u>	<u>18,541</u>	<u>185,611</u>	<u>248,989</u>
<b>NET ASSETS</b>					
		<u>167,070</u>	<u>18,541</u>	<u>185,611</u>	<u>248,989</u>
<b>FUNDS</b>					
	9			167,070	229,341
Unrestricted funds				18,541	19,648
Restricted funds				<u>185,611</u>	<u>248,989</u>
<b>TOTAL FUNDS</b>					
				<u>185,611</u>	<u>248,989</u>

The financial statements were approved by the Board of Trustees and authorised for issue on 3 February 2022 and were signed on its behalf by:

Mr M K Bryant Branch Chairman - Trustee

## Royal Air Forces Association Cheltenham

### Notes to the Financial Statements For The Year Ended 31 December 2021

#### 1. ACCOUNTING POLICIES

##### **Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

##### **Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemptions in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

##### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

##### **Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Grants offered subject to conditions which have not been met at the year end date are noted as a commitment but not accrued as expenditure.

##### **Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery	- 25% on reducing balance
Fixtures and fittings	- 25% on reducing balance

The freehold property is shown in the balance sheet at cost which is so far below any market value that the trustees have not revalued it or sought to depreciate it on an annual basis.

##### **Stocks**

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

##### **Taxation**

The charity is exempt from tax on its charitable activities.

##### **Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds 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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**Royal Air Forces Association Cheltenham**

**Notes to the Financial Statements - continued  
For The Year Ended 31 December 2021**

**2. INVESTMENT INCOME**

	31.12.21	31.12.20
	£	£
Deposit account interest	-	74
	<u>          </u>	<u>          </u>

**3. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31 December 2021 nor for the year ended 31 December 2020.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31 December 2021 nor for the year ended 31 December 2020.

**4. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted fund £	Restricted fund £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	1,941	2,076	4,017
<b>Charitable activities</b>			
Branch Property	51,707	-	51,707
Investment income	74	-	74
<b>Total</b>	<u>53,722</u>	<u>2,076</u>	<u>55,798</u>
<b>EXPENDITURE ON</b>			
<b>Charitable activities</b>			
Welfare	15,100	1,866	16,966
Branch Property	11,935	-	11,935
Branch Activities	26,359	1,423	27,782
<b>Total</b>	<u>53,394</u>	<u>3,289</u>	<u>56,683</u>
<b>NET INCOME/(EXPENDITURE)</b>	328	(1,213)	(885)
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>	229,013	20,861	249,874
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>229,341</u>	<u>19,648</u>	<u>248,989</u>

**Royal Air Forces Association Cheltenham**

**Notes to the Financial Statements - continued**  
**For The Year Ended 31 December 2021**

**5. TANGIBLE FIXED ASSETS**

	Freehold property £	Plant and machinery £	Fixtures and fittings £	Computer equipment £	Totals £
<b>COST</b>					
At 1 January 2021	73,731	4,008	22,193	800	100,732
Additions	-	-	12,005	-	12,005
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2021	73,731	4,008	34,198	800	112,737
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>DEPRECIATION</b>					
At 1 January 2021	-	3,822	21,965	378	26,165
Charge for year	-	186	1,428	400	2,014
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
At 31 December 2021	-	4,008	23,393	778	28,179
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<b>NET BOOK VALUE</b>					
At 31 December 2021	73,731	-	10,805	22	84,558
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>
At 31 December 2020	73,731	186	228	422	74,567
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**6. STOCKS**

	31.12.21 £	31.12.20 £
Stocks	350	350
	<hr/> <hr/>	<hr/> <hr/>

**7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.21 £	31.12.20 £
Prepayments and accrued income	3,789	9,219
	<hr/> <hr/>	<hr/> <hr/>

**8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	31.12.21 £	31.12.20 £
Trade creditors	-	(1)
Other creditors	780	1,356
	<hr/> <hr/>	<hr/> <hr/>
	780	1,355
	<hr/> <hr/>	<hr/> <hr/>

**9. MOVEMENT IN FUNDS**

	At 1.1.21 £	Net movement in funds £	At 31.12.21 £
<b>Unrestricted funds</b>			
General fund	229,341	(62,271)	167,070
<b>Restricted funds</b>			
Welfare Fund	19,648	(1,107)	18,541
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	248,989	(63,378)	185,611
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

**Royal Air Forces Association Cheltenham**

**Notes to the Financial Statements - continued**  
**For The Year Ended 31 December 2021**

**9. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	48,307	(110,578)	(62,271)
<b>Restricted funds</b>			
Welfare Fund	519	(1,626)	(1,107)
<b>TOTAL FUNDS</b>	<u>48,826</u>	<u>(112,204)</u>	<u>(63,378)</u>

**Comparatives for movement in funds**

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
<b>Unrestricted funds</b>			
General fund	229,013	328	229,341
<b>Restricted funds</b>			
Welfare Fund	20,861	(1,213)	19,648
<b>TOTAL FUNDS</b>	<u>249,874</u>	<u>(885)</u>	<u>248,989</u>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	53,722	(53,394)	328
<b>Restricted funds</b>			
Welfare Fund	2,076	(3,289)	(1,213)
<b>TOTAL FUNDS</b>	<u>55,798</u>	<u>(56,683)</u>	<u>(885)</u>

**Royal Air Forces Association Cheltenham**

**Notes to the Financial Statements - continued**  
**For The Year Ended 31 December 2021**

**9. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.20 £	Net movement in funds £	At 31.12.21 £
<b>Unrestricted funds</b>			
General fund	229,013	(61,943)	167,070
<b>Restricted funds</b>			
Welfare Fund	20,861	(2,320)	18,541
<b>TOTAL FUNDS</b>	<u>249,874</u>	<u>(64,263)</u>	<u>185,611</u>

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	102,029	(163,972)	(61,943)
<b>Restricted funds</b>			
Welfare Fund	2,595	(4,915)	(2,320)
<b>TOTAL FUNDS</b>	<u>104,624</u>	<u>(168,887)</u>	<u>(64,263)</u>

**10. RELATED PARTY DISCLOSURES**

There were no related party transactions for the year ended 31 December 2021.

**11. RESTRICTED FUNDS**

The welfare fund is held in a separate bank account and is held to provide not only monetary support to the RAF Family but also for the provision of advice and welfare services.

**Royal Air Forces Association Cheltenham**

**Detailed Statement of Financial Activities**  
**For The Year Ended 31 December 2021**

	31.12.21 £	31.12.20 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Wings Appeal	251	629
Donations	9,247	-
Legacies	-	1,000
RAF Benevolent Fund	520	1,040
Subscriptions	-	312
Wings Appeal Rebate	1,226	1,036
	<hr/>	<hr/>
	11,244	4,017
<b>Investment income</b>		
Deposit account interest	-	74
<b>Charitable activities</b>		
Rents on surplus property	37,582	51,707
	<hr/>	<hr/>
<b>Total incoming resources</b>	48,826	55,798
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Rates and water	1,238	624
Insurance	2,595	3,442
Light and heat	1,994	1,671
Postage and stationery	39	-
Rental expenses	21,344	9,240
Repairs	245	5,788
Property repairs	78,937	11,997
Printing and stationery	-	73
Subscriptions	400	312
Annual Conference	-	195
Secretarial expenses	316	936
Remembrance/Bof B day	151	50
Telephone	532	228
Sundries	-	422
Welfare officer expenses	144	(134)
Social Activities	695	-
Plant and machinery	186	62
Fixtures and fittings	1,428	76
Computer equipment	400	141
Grants to institutions	-	19,405
Grants to individuals	780	1,195
	<hr/>	<hr/>
	111,424	55,723
<b>Support costs</b>		
<b>Governance costs</b>		
Accountancy and legal fees	780	960

This page does not form part of the statutory financial statements

**Royal Air Forces Association Cheltenham**

**Detailed Statement of Financial Activities**  
**For The Year Ended 31 December 2021**

	31.12.21 £	31.12.20 £
Total resources expended	112,204	56,683
<b>Net expenditure</b>	<b>(63,378)</b>	<b>(885)</b>

This page does not form part of the statutory financial statements