

# **Rotary Club of Caterham Charity**

## **Fund Trustees Annual Report**

Year Ending 5<sup>th</sup> April 2023

1. Registered name: Rotary Club of Caterham Charity Fund
2. Charity number: 254116
3. Principal Address: 24, Loxford Road, Caterham CR3 6BH
4. Governing Document: Declaration of Trust dated 11<sup>th</sup> May 1966
5. Trustees: David Mole  
Keith Lawrance  
William Ridley

Treasurer: Keith Lawrance / Rod Stead

These Trustees are subject to appointment and removal by resolution of the Members of the Rotary Club of Caterham and act in accordance with directions given by such Members in duly constituted meetings of the Club.

6. Bankers: Lloyds Bank, Caterham, Surrey
7. Independent Examiner: Mrs Chantal Baker, Champ Consultants Limited,  
34, Croydon Road, Caterham CR3 6QB
8. Activities restricted to general charitable objects and purposes
9. Investment Powers under wider range securities as defined by the Trustee Investment Act 1961, as amended.

## Aims and Organisation

To raise, receive and administer funds from public, private or other sources to enable the Rotary Club of Caterham to carry out charitable projects for the international community, the local community, individuals and other bodies to include charitable donations where appropriate.

Organisation is through duly appointed committees of the Club subject to approval or ratification by Members of the Club in general meeting and by the Club Council in accordance with its authorised powers as confirmed by the Members of the Club in general meeting.

## Review of the Activities during the Year 2022-2023

There were a wide range of charitable activities during the year to collect funds and to distribute them amongst local, educational and international recipients. The amounts raised and expended are listed in the notes to the accounts attached.

## Statement of the Trustees Responsibilities

The Trustees are responsible for keeping proper books of account and preparing, in accordance with applicable accounting standards, consecutive financial statements consisting of a statement of financial activities, balance sheet and notes to the accounts. The Trustees are responsible for safeguarding the assets of the Club and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities. The report and accounts are prepared in accordance with the Charities Act 2011.

## Reserve Policy

The charity has no formal reserves, but the Trustees aim to retain an amount in the cash accounts such that the balance in the accounts at year end should be sufficient to cover the net budgeted donations and necessary expenditure planned for the following year. This would allow the programme of donations and necessary expenditure to be maintained in the event of a sudden drop in income, such as that caused by the 2020 corona virus outbreak.

## Independent Examiner

Independent Examiner: Mrs Chantal Baker, Champ Consultants Limited, 34, Croydon Road, Caterham CR3 6QB

Approved by the Trustees on the 14<sup>th</sup> December 2023

D.H.Mole

W.J.Ridley

K. Lawrance

Trustee

Trustee

Trustee

## Independent Examiner's Report to the Trustees of The Rotary Club of Caterham Charity Funds (the Club)

I have reviewed the accounts of the Club for the year ended 5 April 2023 which comprise the Balance Sheet, Statement of Financial Activities and the related notes. These accounts have been prepared in accordance with the accounting policies set out therein.

This report is made solely to the Trustees, as a body. My review has been undertaken so that I may state to the Trustees those matters herein I have agreed with them and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the Trustees as a body for my work, for this report or the conclusions I have formed.

### Trustees' responsibility for the accounts

As explained in the Trustees' Responsibilities Statement the Trustees are responsible for the preparation of the accounts of the Club. The Trustees consider that an audit is not required and that an assurance review is needed.

### Accountant's responsibility

My responsibility is to express a conclusion based on my review of the accounts. Scope of the Assurance Review

My review includes a review of the accounting records kept by the Club and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the Club accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

### Independent examiner's statement

In connection with my review, no matter has come to my attention: which gives me reasonable cause to believe that, in any material respect, the requirement to keep accounting records in accordance with the Charities Act has not been met; or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts of the Club to be reached.

Date: 10/12/2023

Original Signed by Mrs Chantal Baker

Mrs Chantal Baker is registered to carry out an independent review in the UK by the  
Association of Chartered Certified Accountants

THE ROTARY CLUB OF CATERHAM CHARITY FUNDS STATEMENT OF FINANCIAL ACTIVITIES FOR  
THE YEAR ENDING 5TH APRIL 2023

	<u>Notes</u>	<u>2023</u> <u>£</u>	<u>2022</u> <u>£</u>
<u>Income Resources</u>			
Donations & Gifts	4	550	3,133
Fund Raising	5	32,174	27,662
Total		32,724	31,095
<u>Resources Expended</u>			
Direct Charitable Expenses	6	34,266	31,107
<u>Excess of Income over Expenditure</u>		-1,542	-12
<u>Total Funds Brought Forward</u>	3	19,753	19,465
<u>Total Funds Carried Forward</u>		18,211	19,753

W.J. Ridley  
Trustee

D.H.Mole  
Trustee

THE ROTARY CLUB OF CATERHAM CHARITY FUNDS BALANCE SHEET AS AT 5TH APRIL 2023

	<u>Notes</u>	<u>2023</u> <u>£</u>	<u>2022</u> <u>£</u>
Current Assets			
Cash at Bank		18,211	19,753
Cheques Outstanding	3	0	300
		18,211	19,453
Bank Accounts			
General Charity Fund		14,293	15,841
Deposit Account		3046	3,040
ES13 Half Marathon Account		872	872
Total		18,211	19,753

## THE ROTARY CLUB OF CATERHAM CHARITY FUNDS

### NOTES ON ACCOUNTS FOR Y/E 5TH APRIL 2023

#### 1. Accounting Policies and Statement of Recommended Practice Accounting.

The Statement of Accounts has been prepared in accordance with the Charity (Accounts and Reports) Regulations 1995

#### 2. Income and Expenditure

Income and Expenditure is on a receipts and payments basis. There are no known liabilities at the yearend of a material amount and the basis gives a true, fair and consistent view of the annual income and expenditure.

#### 3. Year End Adjustments

There were no year end adjustments.

#### 4. Donations and Gifts

	£
Members' covenanted and other donations	550
Tax refunded and included in Members' donations	0

#### 5. Fundraising Activities

Amazon Core	21
Bunny Fun Run 22	1,209
Bunny Fun Run 23	2,369
CAF Matching Funds	110
Charity Skittles & Darts matches	53
Chelsham Knights Christmas Collection	2,440
Christmas Tesco Collections	705
COAT Sand Dams Contribution	3,000
Frugal Lunch	100
Golf Day	6,217
Interest	6
Kenley Raffle Donation	600
Mulled Wine: Christmas Market	558
Pimms Tents Whytreleafe, Street Party, Arc	2,195
Quiz Night Proceed	1,130
Radiators	1,923
Santa Breakfasts: Knights Garden Centres	500
Santa Tours	4,551
Station Planters: District Grant	304
Tandridge Lottery	26
Turkey/Syria Earthquake collection	2,006
Ukraine Collections	2,092
Waitrose Christmas Singing	58

32,174

## **Charitable Expenses:**

### **A) Donations**

Acquabox Trust (from Turkey/Syria Earthquake collection)	300	
Books to India	500	
Caterham Horticultural Society (Community Garden)	270	
Caterham Literary Festival	220	
CHAMS Homestart (from Golf Day)	500	
Childrens Trust (from Golf Day)	500	
Christmas Bulbs: Knight's Garden Centres	164	
Clifton Hill School	3,000	
Cricket Expenses	111	
Defibrillator Pads	142	
East Surrey Museum	250	
Jamies Farm (Tandridge Learning Trust)	584	
Jamies Farm (Tandridge Learning Trust): from Ukraine Fund	584	
Lend with Care	750	
Men in Sheds: Westway	50	
Reachout	1,943	
Rotary Foundation General Fund	600	
Rotary Foundation Polio Fund	1,000	
Salvation Army Toy Appeal	298	
Scout Badges (via Caterham & District Round Table)	100	
Shelterbox	1,080	
Shelterbox Trust (from Turkey/Syria Earthquake collection)	1,770	
St Catherine's Hospice	300	
St Catherine's Hospice (from Santa Tours)	1,500	
St Silvan's: Bunk Beds	225	
Station Planters	277	
The Children's Trust (Caterham School Charity, from Santa Tour)	1,000	
Ukraine Donations (Thermal Underwear)	3,001	
Ukraine Donations (via Westway Centre)	6,921	
Westway Centre (from Quiz)	130	
Whyteleafe School: Washing machine	250	
		28,318

### **B) Necessary Expenses on Fundraising Events**

Bunny Fun Run 22: Expenses	306	
Bunny Fun Run 23: Expenses	1,284	
Golf Day Expenses	2,698	
Radiators Expenses	930	
Santa Tour 2021	125	
Santa Tour 2022	586	
Ukraine Expenses	19	
		5,948