

# CHARITIES IN CONNECTION WITH ROYAL ARMY PAY CORPS

England & Wales · Charity number 270477

## Details

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|             |                                                         |
|-------------|---------------------------------------------------------|
| Other names | ROYAL ARMY PAY CORPS REGIMENTAL ASSOCIATION             |
| Status      | Registered                                              |
| Legal form  | Other                                                   |
| Registered  | 1975-12-05                                              |
| Register    | <a href="#">View on the Charity Commission register</a> |

## Contact

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|         |                                                                                                  |
|---------|--------------------------------------------------------------------------------------------------|
| Address | Rapc Regimental Association<br>PO Box 2044<br>Andover<br>SP10 9LZ                                |
| Phone   | 07989977743                                                                                      |
| Email   | <a href="mailto:administrator@rapc-association.org.uk">administrator@rapc-association.org.uk</a> |
| Website | <a href="http://www.rapc-association.org.uk">http://www.rapc-association.org.uk</a>              |

## Activities

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**Objects:** SEE CONSTITUENTS OF GROUP

**Activities:** Foster esprit de corps among members of the former Royal Army Pay Corps; to relieve poverty and hardship where former personnel or their dependants find themselves in need; the commemoration, remembrance and encouragement of public recognition of the sacrifices made by members of the RAPC in the service of their Country.

## Classification

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- **How:** Makes Grants To Individuals
- **What:** General Charitable Purposes, The Prevention Or Relief Of Poverty
- **Who:** Children/young People, Elderly/old People, People With Disabilities

## Geography

- Scotland
- Throughout England And Wales

## Finances

| Period end | Income   | Expenditure | Assets | Employees |
|------------|----------|-------------|--------|-----------|
| 2024-12-31 | £278,790 | £114,578    | -      | -         |
| 2023-12-31 | £74,403  | £163,287    | -      | -         |
| 2022-12-31 | £99,499  | £99,897     | -      | -         |
| 2021-12-31 | £64,363  | £91,208     | -      | -         |
| 2020-12-31 | £50,028  | £67,203     | -      | -         |

## Trustees

| Name                                            | Role  | Appointed  |
|-------------------------------------------------|-------|------------|
| Colonel Alan Brown                              | Chair | 2017-03-21 |
| ALFRED JONATHAN WARD                            |       | 2020-02-25 |
| Colonel David Rutherford                        |       | 2024-07-15 |
| Colonel Stuart Richard Allen ADC MBE            |       | 2024-06-12 |
| Kevin Lea                                       |       | 2025-12-10 |
| LIEUTENANT COLONEL ALAN MCTAGGART<br>FCMA, CGMA |       | 2021-06-25 |
| Lt Col R A ROSENHEAD MBE FCG                    |       | 2020-02-25 |
| MICK COTTON                                     |       | 2013-06-18 |
| Mark Michael Theodore Burton-Doe FCMA<br>CGMA   |       | 2023-03-31 |
| Peter Hawkins                                   |       | 2017-10-27 |

## Linked charities

- ROYAL ARMY PAY CORPS BENEVOLENT ASSOCIATION (270477-1)
- ROYAL ARMY PAY CORPS CHARITABLE FUND (270477-2)
- THE FORMER ROYAL ARMY PAY CORPS COLONEL COMMANDANT'S FUND (270477-3)
- THE REGIMENTAL ASSOCIATION OF THE ROYAL ARMY PAY CORPS (270477-4)



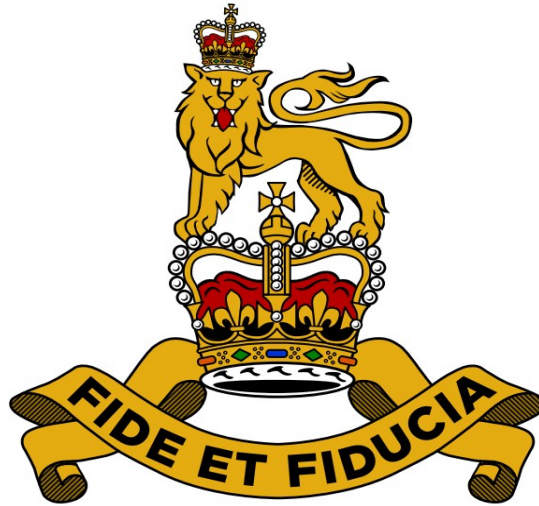
**CHARITIES IN CONNECTION WITH ROYAL ARMY PAY CORPS**

England & Wales - Charity number 270477

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# Accounts

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**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31<sup>st</sup> DECEMBER 2024  
FOR THE ROYAL ARMY PAY CORPS REGIMENTAL ASSOCIATION**

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## INTRODUCTION

1. The Trustees submit this their 77<sup>th</sup> report and financial statements for the Royal Army Pay Corps (RAPC) Regimental Association for the year ending 31<sup>st</sup> December 2024. The Association's Council of Trustees sets the strategy and operating parameters for all activities including the policies for the making of grants, investments and reserves. The day-to-day routine administration is delegated to the 3 Committee Chairmen (Finance, Membership and Welfare) supported by the Association Administrator and the Accountant.

## OBJECTS AND PUBLIC BENEFIT

2. The objects of the RAPC Regimental Association, as laid down in the Rules, are:

a. To promote the efficiency of the Army by:

(1) Maintaining contact between former members of the Royal Army Pay Corps (the former Corps) and former or serving members of the Adjutant General's Corps (Staff and Personnel Support Branch) (the Branch); fostering mutual friendship between them and providing for social gatherings for them; and

(2) Fostering esprit de corps, comradeship and the welfare of the Branch and preserving its traditions and those of the former Corps.

b. To relieve either generally or individually members of the Association, former members of the former Corps and former and serving members of the Branch and their dependants, who are in conditions of need, hardship or distress.

## GOVERNANCE

3. **General.** The Association is a General Charity with a registered number of 270477. The Accounts and Independent Examiner's Report are at Annex A. The address for communications is:

RAPC Regimental Association  
PO Box 2044, Andover, Hants  
SP10 9LZ

email address: [administrator@rapc-association.org.uk](mailto:administrator@rapc-association.org.uk)

4. **The Rules.** The constitution, organisational structure, objects and the methods by which they are attained are as laid down in the Rules which also act as the Charity's governing document. The rules are available to our members both on the Association website and by request from the Administrator or Honorary Secretary.

5. **Committee Membership.** The current make-up of the various Association committees is at Annex A.

## **PRESIDENT'S REPORT**

6. Pulling together the Annual Report is not always an unmixed blessing. It must meet the statutory requirement to report to the Charity Commission, of course, and so there is a good deal of detail to include. In addition, and just as importantly for a widely-spread Corps such as our own, it is an opportunity to report to you, our Members, on what has been going on within the Association over the last year as well as, perhaps, trying to predict what will be important in the year to come. Ideally, it should also be an informative and interesting read! Getting the balance right can be a challenge, and so this year we are trialling a slightly different look and feel to make the whole thing more accessible. See what you think – all feedback is helpful.

7. As far as the year just ended is concerned our expenditure has stayed broadly on course. As to our income, we remain hugely indebted to those who regularly donate to the Association. That money, together with the income from the sale of the D'Arcy medal and an excellent investment performance has resulted in an excess of income over expenditure; this is a wonderful windfall for a charity in controlled drawdown since our Corps' disbandment in 1992.

8. Requests for welfare assistance remain at a lower level than we were seeing pre-Covid, although what might be the reason for that is unclear. On the face of it, though, fewer of our people needing financial help has to be a good thing both for the individuals and for our financial reserves. A slightly more nuanced picture emerges on the Membership front, where much of our expenditure occurs. The big annual events are still popular – Golf, Apprentices, Battlefield Tour, the NMA service and so on – but some of our regions are struggling somewhat with attendance for Branch events. Partly that is down to the inevitability of an ageing population not wanting to do as much as they may once have wished. Some, though, is the growing difficulty of finding replacements for those organisers, both nationally and regionally, who want or need to retire. Despite Army tradition from years gone by it is difficult now to order someone to be a willing volunteer! Sadly, without volunteers coming forward to deliver these events in the regions, local fraternal gatherings may become a thing of the past.

9. On a more cheerful note, one thing which will be occupying us both regionally and nationally this coming year is consideration of how best to mark the 150th anniversary of the formation of the Army Pay Department, which occurs in 2028. This is likely to be our last chance to mark a major milestone, and the Trustees have made substantial provision for a celebration. Expect some consultation shortly on what the options might look like.

10. And finally, may I express my most sincere thanks to all those of you who have again given up your time and energy over this reporting period to make our Association work. Without you and your families support we would have nothing.

## WELFARE

### Headlines:

- **12 welfare cases considered, of which 11 were supported**
- **Fewer cases, year on year, and lower overall spend**
- **Average age of applicants reducing**

11. **Welfare Committee.** The Committee membership has been increased slightly to ten members, including the Chair, and contains an excellent cross-section of rank and military experience. The Committee meets face-to-face annually, including a formal review of the Welfare guidance document, with routine meetings held online as required to ensure that applications are considered in a timely manner.

12. **Chair Welfare** The position of Chair was discussed at the Winter Council meeting to review a handover of responsibilities given the wider work commitments of the incumbent. Captain Peter Hawkins will assume the Chair position with effect January 2025. Alan McTaggart will remain a Trustee and member of the Welfare committee.

13. **Welfare Caseload.** The “Mosaic” Case Management System continues to be a frustration. The lengthy pipeline means that cases can take many months to progress to a stage at which grants are requested from Associations. One case involving a homeless ex-RAPC / AGC veteran whom the Administrator referred to the appropriate agency in September 2023, was not presented for consideration by RBL until March 2024. This is not satisfactory and is being reported as such in feedback. So, in summary:

- Twelve cases have been presented concerning 11 beneficiaries.
- All 12 have been considered by the Committee and 11 have been supported to varying levels, with a total of £7,928.06 granted compared with £9,219.13 in 2023 and £7,749 in 2022<sup>1</sup>.
- Financial provision is still significantly below yearly average trends (pre-Covid) but at a consistent level in recent years; budget forecasting has been reduced accordingly.
- There has been a marked drop in the average age of applicants to 65.7 years old. This may indicate that veterans below the state pension age who still need to work are more susceptible to sudden changes in circumstance where health is concerned.

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<sup>1</sup> Several grants were later refunded, hence the final accounts show a slightly different total.

14. **Grants.** All grants made by the Association have been categorised according to the costliest element of the application. The summary for 2024 to date is shown at Table 1 below:

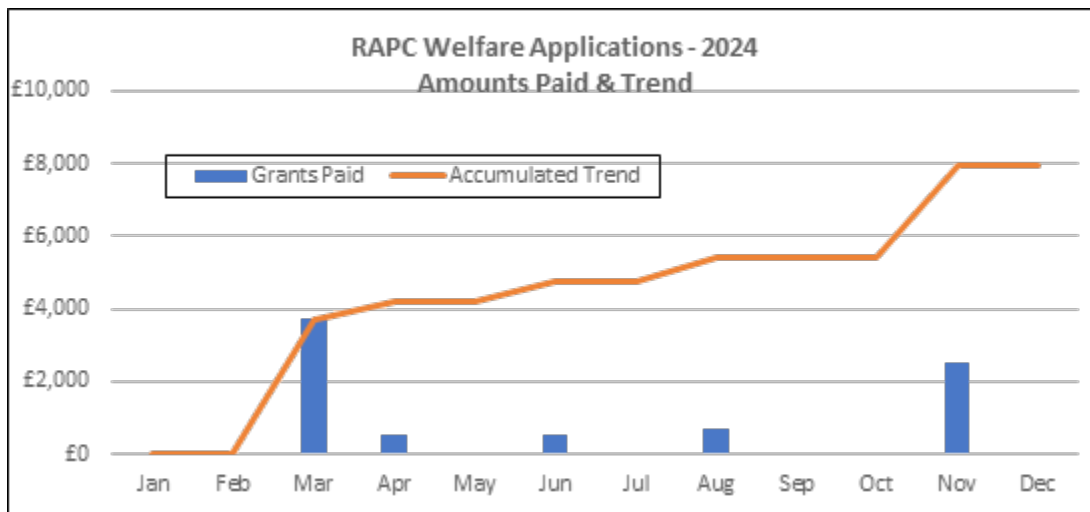
| Category                                            | 2023 Cases supported | 2024 Cases supported | 2023 Welfare Grants | 2024 Welfare Grants |
|-----------------------------------------------------|----------------------|----------------------|---------------------|---------------------|
| Rent Arrears/Priority Debts                         | 2                    | 0                    | £1,585.13           |                     |
| EPV's, Wheelchairs, Stairlifts                      | 2                    | 1                    | £1,750.00           | <b>£1,000.00</b>    |
| Clothing/Food Vouchers                              | 1                    | 1                    | £250.00             | <b>£629.00</b>      |
| Funerals/Memorials                                  | 0                    | 2                    |                     | <b>£1,450.00</b>    |
| Heating, Home Repairs, Carpets, Painting            | 0                    | 1                    |                     | <b>£1,000.00</b>    |
| Home Adaptation                                     | 2                    | 1                    | £800.00             | <b>£500.00</b>      |
| Homewares, white/brown goods etc                    | 1                    | 2                    | £489.00             | <b>£1,133.59</b>    |
| Nursing Home Fees or Annuities                      | 2                    | 0                    | £2,000.00           |                     |
| Other                                               | 1                    | 2                    | £450.00             | <b>£1,715.47</b>    |
| Riser-Recliners/Profiling Beds/Specialist Furniture | 1                    | 1                    | £1,895.00           | <b>£500.00</b>      |
| <b>Totals</b>                                       | <b>12</b>            | <b>11</b>            | <b>£9,219.13</b>    | <b>£7,928.06</b>    |

Table 1 – Comparison of Welfare Grants YTD 2024 with the Previous Year

15. **Referrals to Other Charities.** Three applications have been referred to the ABF for additional funding; in two of these that resulted in additional grants totalling £2,995.00. Where possible, other sources of funding are flagged to the case-working organisation to make approaches on a beneficiary's behalf – Civil Service Benevolent for example. The Association routinely seeks assistance from other Service charities, specifically the ABF, The Soldiers Charity and Poppy Scotland. This has helped contain committed spend.

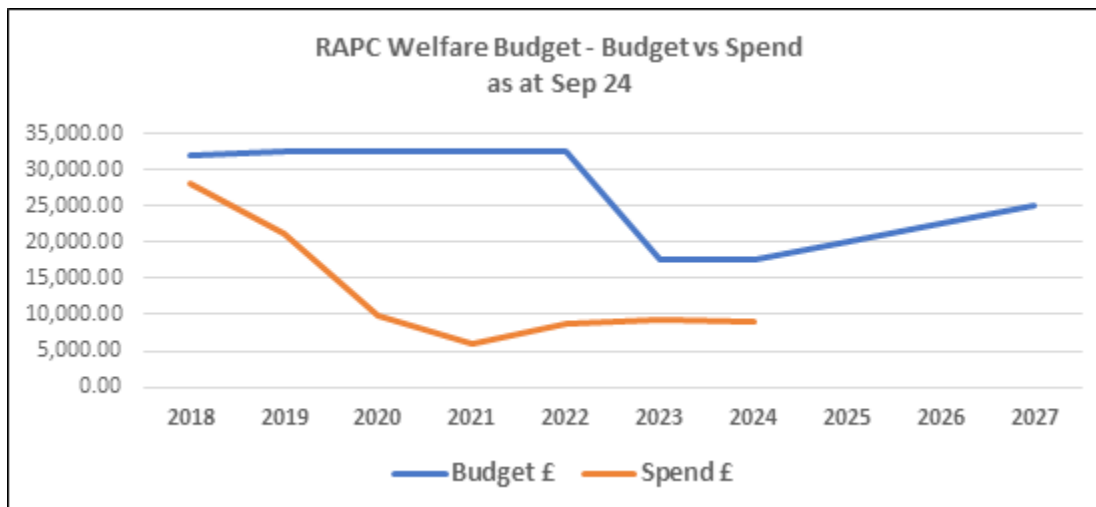
16. **Trend.** The analysis reflected at Graph 1, below, provides a summary of the Welfare payments made during 2024 by month. Headline points are:

- 50% of grants in 2024 were made in the first quarter (similar to previous years, eg 2021), with a second cluster of applications in the Autumn.
- Given the current time lag in the Mosaic system, and through RBL, there is most probably a New Year and post-Summer focus for application submission.
- The number of applications, and amounts claimed, remain considerably below the historic norm. Budget forecasts have been adjusted (downwards) to remain realistic.



Graph 1 – 2024 Welfare Grants Paid by Month and Value

17. **Budget Forecasting.** This reduced trend in applications, coupled with clear policy guidance, has enabled better analysis of requirements and a reduction in the Budget allocation over recent years of 38 – 48% as shown in Graph 2, below.



Graph 2 – Welfare budget v spend

18. **Rising Cost of Living.** There is currently no evidence to suggest that our veterans are being unduly hit by the rise in the cost of living. As private and public sector pensions rise in

excess of inflation the older demographic may, if anything, be becoming slightly better off. However, the recent change of government and the political uncertainty surrounding tax and pension treatment, in addition to the withdrawal / means testing of the Winter Fuel Allowance, suggests this can be quickly reversed. The Committee will continue to reach out to our most vulnerable and monitor trends. Local membership groups have an important role to play in identifying our veterans in need.

19. **Summary.** The MOSAIC system, and the considerable length of the application pipeline, is hampering our efforts to provide timely support to our veteran group. We will continue to highlight on this issue. Seeing past this frustration the Welfare Committee continues to play an important role in continuing financial support directly to our veterans, positively impacting where this is an evidenced need.

## **MEMBERSHIP**

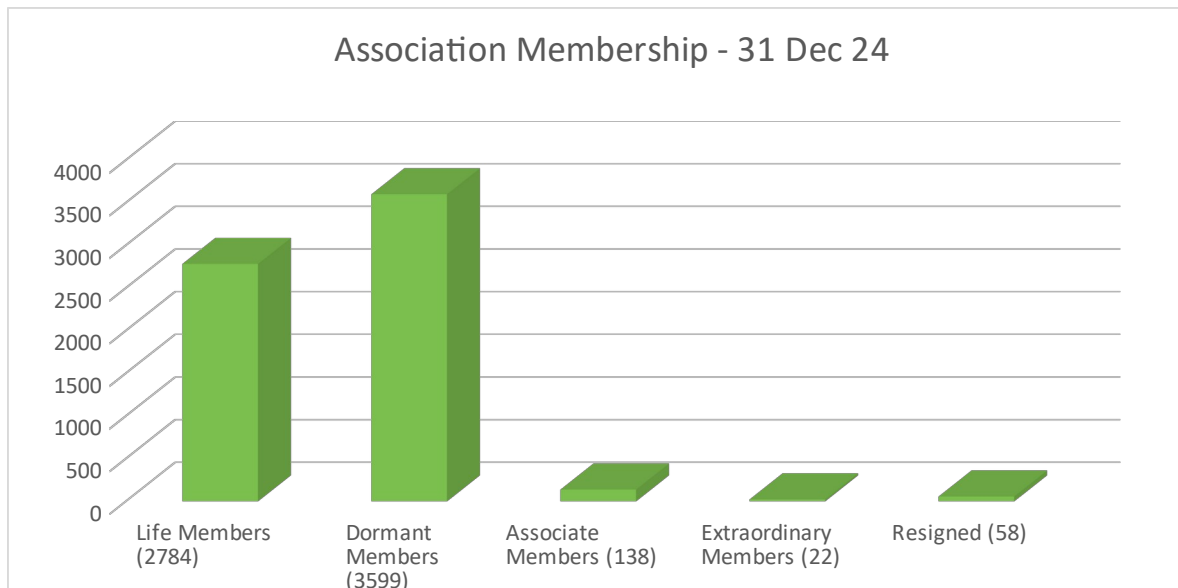
(Communication, Heritage, Fellowship and In Memoria)

### **Headlines:**

- **The number of active life members has decreased by 138 to 2784. Fifty-five per cent of these are over 70 years old.**
- **Only one third of our membership regularly donate. Those donations extend the life of the Association by defraying in-year costs and reducing drawdown from investments.**
- **Members are encouraged to use easyfundraising as a no cost way of donating to the Association - <https://www.easyfundraising.org.uk/>**
- **57 events delivered this year were enjoyed by 1393 eligible attendees.**
- **Regimental Magazine distributed (by post and electronically) to over 3000 members (at an approximate cost of £2 per magazine).**
- **149 crosses laid at the Field of Remembrance. The service was attended by 145 family members.**
- **Flowers and/or Standard sent to 15 funerals.**

### **Membership**

20. **Members** Our members continue to be at the forefront of everything the Association does as without them our charity ceases to have a purpose. The membership database contains partial records for 6601 members we believe to be still alive; this is down by 138 from the start of this year. Many eligible members have lost touch with the Association and these are shown as dormant. Graph 3, below, gives a breakdown by category:



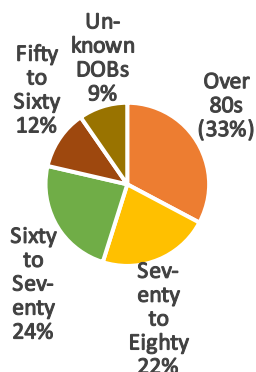
Graph 3 - Membership by category as at 31 December 2024

21. **Life Members** We are in touch with only 2784 members, approximately 44% of the total we have 'on the books'. This are several reasons why this is so:

- a. **Age Range** Our members are aged between 50 and 104 years old (it was 112 years until recently when we lost our oldest member). Offering something to cater for this wide a range is a near-impossible challenge and keeping track of members relies almost entirely on them (or their relatives, carers or care homes) updating their details. In many cases it is only when their annual magazine is sent back that we get a change of address or (sadly) a belated notification of death.
- b. **Service** The RAPC has a long history of taking transfers from other regiments and corps and most of the younger members will have served on after 1992 will have longer in the AGC than the RAPC. Our Association may not be their first port of call.
- c. **Health** Our members suffer the same illnesses that afflict the rest of society. Staying in touch becomes more challenging for those with life-restricting illnesses, irrespective of age.
- d. **Importance** Some members feel that their service was something they want to put behind them or that it is less important to them now in comparison to family, work, civilian career or social commitments.

22. **Age Analysis** We now have 2784 life members for whom we have contact details. Graph 4, below, shows a breakdown of these by age group:

### Contactable Life members by Age



Graph 4  
- Age  
analysis  
of the

contactable life membership

23. With 55% of our membership being over 70, and one third being over 80 years old it should be no surprise to anyone that each year the overall number of members is in decline. This year our active life membership has reduced by 138; the majority of these are reported deaths although we also get a lot of returned magazines for people who have moved without advising us of their new address. We try our very best to contact them by other means but if we fail to trace them, these records must, under GDPR, be consigned to the dormant category. This amounts currently to 3599 members.

24. **Income Generation** The Association is extremely grateful to those (approximately one third of our active membership) who regularly donate to the Association, these donations (increased by gift aid) help us to support our activities. This year we have also been notified of 2 behests from members which will appear in next year's accounts by the time the legal processes have been finalised. The Association highly recommends Easyfundraising<sup>1</sup> to all members who use the internet for shopping. This scheme allows members to get a small percentage of their internet shopping donated to the Association at no cost to the member.

25. **Data Protection** The Association is registered with the Office of the Information Commissioner and our data protection policies are reviewed annually by the Council of Trustees. This year they directed the Executive Committee to review the completeness of our policy especially for data that sits outside of the Association database.

26. **Association Database** The Association database only holds information on members necessary to conduct Association business, access is restricted those who need it to conduct Association business and is also compartmentalised to allow authorised users access to a limited subset relevant to their task. Each database user signs a confidentiality agreement, and records are updated frequently. At their recent meeting the Trustees agreed in principle to a redesign of our database in the next 3 years.

### Communication

<sup>1</sup> <https://www.easyfundraising.org.uk/>

27. **Magazine** Our annual regimental magazine was produced and distributed in June. The Trustees discussed the cost of distributing it by post to almost 2000 members (who elect not to have an electronic copy) but they concluded maintaining contact with members was a vital membership outcome that must continue despite the cost. There was an acceptable increase in costs this year because of increases in printing, enveloping and postage.

28. **Marketing** The Association no longer pays to advertise its services in other magazines as the costs were disproportionate to the benefit of contacting members. This year we have used the RBL's free service to advertise events, and we published a short report on the RAPC's unreported but remarkable involvement in D Day for the 80th anniversary of the Normandy Landings.

29. **Website** We now have 2 volunteer webmasters who keep our website topical and interesting – reports are produced with photos of all our events, and we encourage our members to contribute articles of interest. The Trustees discussed the limitations of the current website and the challenges of using it and agreed in principle to a replacing it with more flexible solution with the latest software, in the next 3 years.

## **Heritage**

30. **Corps HQ AGC** Although we can no longer claim Worthy Down as our regimental home the Association continues to maintain strong links to the AGC as a whole and to Staff & Personnel Support Branch in particular. As members may be aware, the Corps Col AGC (as part of the appointment) sits ex-officio on our Council, and we are fortunate to also have the current Head of Branch for SPS, Colonel David Rutherford as a Trustee. This partnership will become ever more important as our membership continues to age and our funds decline, since the AGC will assume responsibility for the welfare of our members when we can no longer do this for ourselves.

31. **AGC Museum** The AGC museum, housed in The Guardroom in Peninsular Barracks, Winchester, holds our regimental history and has continued to answer queries from families and to support us on all heritage-related matters. It is due to be re-developed this year, although the re-design has been complicated by all of the (very expensive) maintenance issues you might expect in a Grade II listed ex-MoD building. As a part of that redevelopment process, the digitization of the whole collection continues apace, and it is hoped to have a virtual museum and search facility available to members in the next 2 years.

32. When eventually complete a key feature of the refurbished Museum will be this very familiar piece of our heritage – the Hans Coper-designed stylized RAPC cap badge that adorned the entrance to the Armstrong Hall – see Photo 1. Unbeknownst to most of us the cap badge is a valuable piece by a noted modern ceramicist. It was rescued from potential destruction during the redevelopment of the Worthy Down site and will be displayed by the ARC, Winchester, see Photo 2, before moving to a permanent display in our Museum.



Photo 1 – The Hans Coper mural as we remember it (note the elegant bin support) .....



.....and, Photo 2, as it is today, properly cleaned and lit, on display at the ARC, Winchester



33. **NMA Alrewas** The RAPC permanent monument at the National Memorial Arboretum, pictured left with new Trustee, Colonel David Rutherford, has been visited by many of our members. Comments from them and, indeed, the general public, have all been very positive; the monument is a fitting tribute to all who served in the RAPC. Please do come to this year's event on 17 June if you can make it.

Photo 3 - The RAPC Monument at the NMA at Alrewas

## Fellowship

34. **National Events** This year the Association delivered 6 national events open to all our members and one event in recognition of those who volunteer to assist the Association to deliver its objects:

a. **Annual Dinner** The annual dinner was held at The Union Jack Club in London on 26 April 2024, with 39 members attending. Given the low numbers the Trustees have discussed alternative options for the 2026 annual dinner and will canvass the views of our members.

b. **Belton Woods Annual Dinner** The Apprentices Branch organises this alternative dinner at a venue, Belton Woods, outside of London. The dinner continues to be popular, being more relaxed and accompanied, with 87 members enjoying an excellent relaxed meal and, for some, a round of golf on the following day.

c. **Worthy Down Lunch and Tour** This year we thought it would be fun to offer members the chance to explore the Worthy Down site after its complete redevelopment. Aside from the road layout, the pavilion, back gate, Bray House and the car wash everything else was new. We were fortunate with the weather and 55 members enjoyed lunch in the cookhouse, a guided tour of the RAPC element of the heritage trail, a look into soldiers' accommodation and the repurposed Computer Centre (Bray House as we would recall it) rounded off with an excellent afternoon tea. The AGC Association generously enabled the RAPC to raise our flag above the drill square for the day of the

event.

d. **NMA Service and High Tea** This year we introduced a new format to this event with a service in the chapel celebrating the achievements of the RAPC, a reflection on those we have lost at the RAPC Memorial followed by a delightful afternoon tea with friends. This event was attended by 60 members/families.

e. **Families Remembrance** This is arguably our most important event; an opportunity for families to join us in remembrance of their lost loved ones at the Field of Remembrance in the grounds of Westminster Abbey. The event is organised by London Branch and some of their members even sacrificed their own attendance because of the increased demand from families. One hundred and forty-five relatives attended the service and 113 of those went on to enjoy a splendid curry afterwards at the Wellington Barracks Sergeant's Mess.

f. **Battlefield Tour** Another successful battlefield tour took place in October 2024 with 19 members enjoying a guided tour of the events that occurred in wartime Paris.

g. **Volunteer Reception and Dinner** This year the event took place in December with a Christmas theme. It was attended by 19 members, down from previous years through ill health, Christmas event fatigue, and Christmas travel issues. This year we will combine the event with the NMA Service and lunch.

35. **Officers Dinner** This year's dinner, which was arranged in partnership with our SPS Branch colleagues, was attended by 26 commissioned members with RAPC service. The dinner is a unique opportunity for retired officers to dine in the Officers' Mess with serving and retired officers of the SPS Branch.

36. **Branches** We have 13 regional branches and one national branch for the Apprentice community. Our dedicated Branch Chairs, supported by other volunteers, offer events to their local RAPC community. Although it is getting difficult to recruit replacement branch chairs and some of our members are getting to that age where travel is difficult; the Trustees unanimously agreed to continue supporting the regional structure as long as it remains viable. For the future we are also exploring, as part of our 150<sup>th</sup> anniversary preparations, alternatives that might better suit members and organisers.

37. **Grants** Branch events have this year attracted a total of 773 members which is an outstanding achievement by our volunteer force. A breakdown and comparison with 2023 are shown below.

| Branch                      | 2023       |           |           |                   | 2024       |           |           |                   |
|-----------------------------|------------|-----------|-----------|-------------------|------------|-----------|-----------|-------------------|
|                             | Att        | Events    | Grants    | Total Grants      | Att        | Events    | Grants    | Total Grants      |
| Apprentices                 | 123        | 2         | 2         | £ 1,823.25        | 45         | 5         | 0         | £ -               |
| Cardiff                     | 81         | 4         | 4         | £ 836.65          | 80         | 4         | 4         | £ 859.89          |
| Fide et Fiducia Dining Club | 35         | 2         | 2         | £ 540.00          | 59         | 1         | 1         | £ 885.00          |
| Gloucestershire             | 46         | 3         | 3         | £ 784.34          | 42         | 2         | 1         | £ 207.50          |
| Kent                        | 43         | 4         | 4         | £ 337.50          | 29         | 3         | 3         | £ 235.50          |
| London                      | 86         | 5         | 2         | £ 129.13          | 53         | 4         | 4         | £ 139.76          |
| N Wales / Chester           | 21         | 2         | 2         | £ 14.83           | 20         | 2         | 2         | £ 133.90          |
| Peterborough                | 0          | 0         | 0         | £ -               | 0          | 0         | 0         | £ -               |
| RAPCOB Tyne & Wear          | 83         | 4         | 4         | £ 400.00          | 47         | 4         | 4         | £ 607.00          |
| Salisbury                   | 64         | 4         | 2         | £ 152.00          | 39         | 2         | 2         | £ 222.00          |
| Scotland                    | 0          | 0         | 0         | £ -               | 0          | 0         | 0         | £ -               |
| South Coast                 | 45         | 4         | 4         | £ 197.49          | 6          | 1         | 1         | £ 24.90           |
| Taunton                     | 23         | 2         | 1         | £ 105.00          | 0          | 0         | 0         | £ -               |
| Winchester                  | 202        | 6         | 0         | £ -               | 281        | 7         | 6         | £ 240.60          |
| Yorkshire                   | 67         | 3         | 3         | £ 935.00          | 72         | 3         | 3         | £ 1,095.00        |
| <b>Totals</b>               | <b>919</b> | <b>45</b> | <b>33</b> | <b>£ 6,255.19</b> | <b>773</b> | <b>38</b> | <b>31</b> | <b>£ 4,651.05</b> |

Table 2 – Comparison of Branch Activity with previous Year

38. **Golf** The RAPC Golf Society has organised 8 events this year, including a small event where a member invited others to his local golf club. A total of 129 attendees have enjoyed the golf events this year.

39. **Pop Up Events** We have had 6 pop up events; 5 apprentice events and one recruit course reunion. These self-help events that can be organised by any discrete group, anywhere, celebrating RAPC service together in training or with a specific unit and may be part the future if we are unable to attract more volunteers to provide regional opportunities for RAPC fellowship gatherings.

## In Memoria

40. **Last Post** In 2024, there were 146 reported deaths of RAPC veterans; 63 occurred in 2024 and the remainder were belated reports through various channels. Where notification is timely, the Association sends a condolence card to the family and offers use of the RAPC regimental standard or coffin drape (flag), for the funeral. Late notifications, 'no flowers' family wishes, and a greater use of companies like Pure Cremations have impacted the number of families we can support at the funeral. This year we sent floral tributes to the funerals of 15 members.

41. **Field of Remembrance** The Nation's Remembrance events begin each year with the opening of the Field of Remembrance laid out on Abbey Green at Westminster Abbey. Not only

is this site at the very heart of the capital, and within a stone's throw of Whitehall, Parliament, and the Palace, but it has been a major place of worship for a thousand years. This event was attended by the 4 members of the Executive Committee.

42. **Remembrance** As is customary, the Association supported Remembrance events up and down the Country and overseas, providing 27 RAPC wreaths to members who requested them. We also funded 149 crosses at the Field of Remembrance – one for every RAPC veteran whose death was reported in our remembrance year that ends 31 August annually. It is hard to think of a more fitting place to begin the annual commemoration of our fallen comrades.

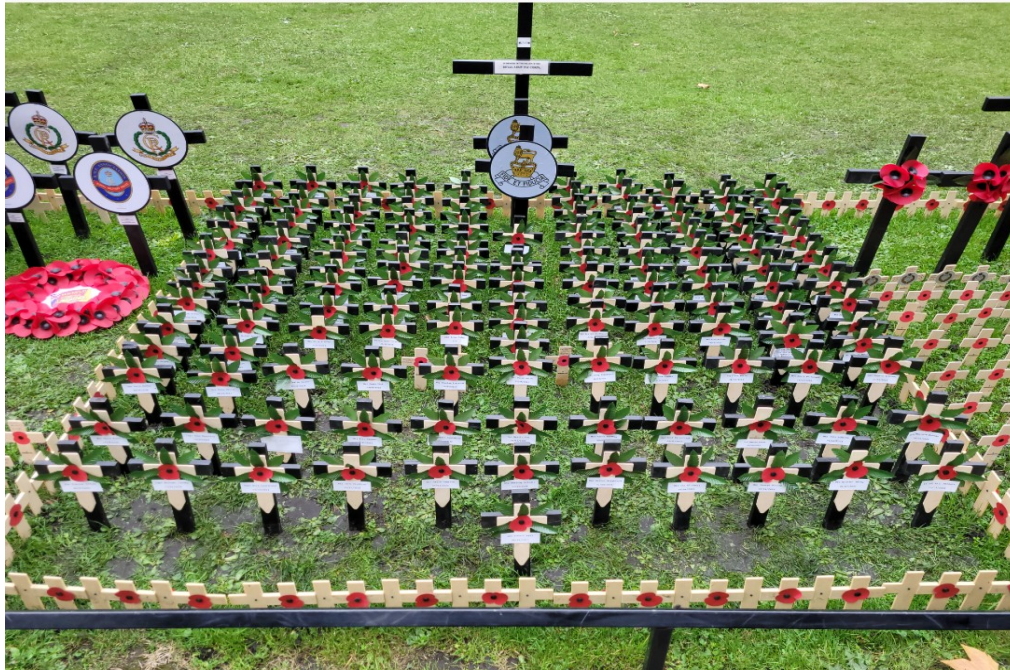


Photo 4 -The RAPC Plot at the Field of Remembrance, Westminster Abbey

43. **Cenotaph March Past** Despite ill-health, old age and various other factors reducing the numbers this year the RAPC contingent, which was seen and mentioned in the BBC coverage, marched proudly past the Cenotaph in their turn.

### The Reason Why

44. After administration, membership activities are the largest expense on our balance sheet and some may wonder why we spend so much. Well, membership activities:

- a. Encourage our members to socialise with other RAPC veterans, reducing isolation, increasing morale and they deliver our charitable objects. Whilst we continue to struggle to get volunteers to organise events, those we have work hard to support their RAPC community delivering this year a total of 57 events which were enjoyed by 1393 attendees.

- b. Maintain contact with our members through our website, magazine and through invites to central events. These contacts are important particularly for those who cannot attend events in person.
  - c. Celebrate the achievements of RAPC personnel and offer bereaved families the opportunity to share our regimental farewell to their loved one at Westminster Abbey.
  - d. And for the future, protect and maintain the RAPC heritage within the AGC Museum, the Worthy Down site, Winchester, Devizes and at our monuments.
45. Without members there would be no Association.....

## FINANCE

### Headlines:

- **Excess of income over expenditure**
- **An unrealised gain on investment of £35K**
- **A windfall receipt of £212k from the sale of the D’Arcy VC**

46. **General** The Management of the Association’s finances is carried out by the Finance Committee, supported by the Accountant, as directed by the Council of Trustees (Council). Sarasin & Partners carry out the management of the Association’s investments, and the accounts are independently examined by Mrs J Killip FCMA CGMA.

47. **Policy on Reserves** The policy on reserves is to hold sufficient funds to enable the Association to meet its objectives. Council recognises the need to make regular withdrawals to fund expenditure and accepts that the level of capital will reduce over time.

48. **Investment performance against target** Using the balanced risk approach mandated by Council Sarasin achieved a return of 11.7% in 2024 against the Association’s target of CPI + 4%.

49. **Chair Finance** The position of Chair was discussed at the Winter Council meeting to review a handover of responsibilities. This was purely a matter of good practice given Lieutenant Colonel Ron Rosenhead’s exceptional length of tenure. Lieutenant Colonel Mark Burton-Doe will take over as Chair with effect January 2025. Ron Rosenhead will remain a Trustee and a member of the Finance committee.

50. **Format of Accounts** The presentation of the accounts falls under 3 main headings:

a. **Endowment Fund** The former RAPC Charitable Fund was transferred to the Association in 1992 as a permanently endowed fund with the stipulation that the income was to be spent exclusively for welfare payments with the capital remaining untouched.

b. **Restricted Funds** The Restricted Funds are activities where members have made specific contributions such as the NMA Dedication, Annual Dinner etc. A summary of the income and expenditure and grants made from the Restricted Funds is shown with the accounts.

c. **Unrestricted Fund** All other activities that are carried out in fulfilment of the Association’s Objects are transacted through the Unrestricted Fund.

51. **Investment Gains** In order to recoup the capital losses caused by market conditions in 2022/3 the decision was taken early in the year not to take distributions for the Endowment Fund but instead allow them to accumulate, resulting in the increase in the unrealised gain

shown in the balance sheet. For the Unrestricted Fund the total gain of £88k was reduced by capital drawdown, leaving an unrealised gain there of £35k for the period.

52. **Income** The main sources of income are distributions from investments, donations from members, and gift aid claimed on eligible donations. Key variations compared with 2023 are shown below.

a. **Voluntary Income.** Voluntary donations and gift aid is broadly similar, last year's figure was inflated by receipts of £10k for the NMA memorial.

b. **Income from charitable activities** Proceeds from the sale of the D'Arcy VC explain the large increase this year. The Council intend to keep half of this windfall readily available, thus avoiding the need to draw down investments in 2025.

c. **Investment Drawdown** A total of £53k was withdrawn from investments, which is in addition to £20k taken in advance in December 2023. This figure of £73k compares with £92k required for 2023; the variance is related to the cost of the NMA memorial erected in that year.

53. **Expenditure** The following are the main points when comparing this year's expenditure with 2023:

a. **Welfare Grants** As can be seen from the Chair Welfare's report welfare grants are slightly down on last year and this may well become the new normal. The discrepancy between the figures in the report and the amount shown in the accounts is due to several returned grants.

b. **Membership and Social Activities** Without the one-off spend in 2023 on the NMA Memorial, the expenditure in this area for 2024 is broadly similar year on year.

c. **Remembrance** After adjusting for the one-off NMA costs last year there was a slight increase in remembrance costs, reflecting the greater number of deaths reported this year.

d. **Communications and Information Systems** An upgrade to the Association's IT software accounted for the small increase in this area.

e. **Administration and Governance** Although these costs are broadly in line with previous years, the Executive Committee continues to seek efficiencies in this area. It is obvious that some costs cannot be avoided – we cannot expect our volunteers to do all aspects of our work - but where there are better ways of delivering our Objects we must embrace them. This year the Trustees have laid the foundations for a staged reduction in costs by:

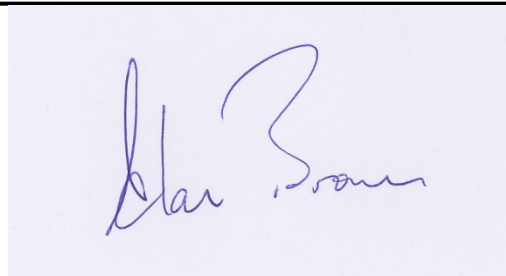
- Reducing the number of face-to-face committee meetings to save both direct meeting costs and attendee T&S.

- Moving Association email accounts to Microsoft's 'Free for Non Profits' accounts. This not only standardizes our approach but also gives free access to MS Teams for meetings and filing / sharing documents, and to MS Forms for event planning and canvassing members opinion. As well as improved performance in these areas there should also be some savings in IT and administrative costs.
- Separated finance from administration by implementing a new contract for accounting with commensurate savings from our administration contract. This change has also substantially reduced one of our major risks around business continuity.
- Completed a review of our administrative support with the aim of market testing our existing contract next year.

54. **Summary** This has been a strong year for the Association's finances. Investment performance has been good, and welfare and fellowship needs have been funded within budget and in line with current policies.

## DECLARATION

55. This Report was approved by the Association Trustees and is signed on their behalf by:

|             |  |                                                                                      |
|-------------|--|--------------------------------------------------------------------------------------|
| Signature   |  |  |
|             |  |                                                                                      |
| Name        |  | Alan Brown                                                                           |
|             |  |                                                                                      |
| Appointment |  | President, RAPC Association                                                          |
|             |  |                                                                                      |
| Date        |  | 07 March 2025                                                                        |

### Annexes:

- A. Trustees and Committee Membership in 2024
- B. Independent Examiner's Report and Financial Accounts

## ANNEX A – COMMITTEE MEMBERSHIP

1. **Council of Trustees** The appointed officers and members of the Council during the report period were:

|                                                     |                   |
|-----------------------------------------------------|-------------------|
| Colonel A Brown                                     | President         |
| Lieutenant Colonel RA Rosenhead MBE FCG             | Hon Treasurer     |
| Vacant (covered pro-tem by President)               | Hon Secretary     |
| Lieutenant Colonel AM McTaggart FCMA CGMA           | Chair Welfare     |
| Colonel AJ Ward                                     | Chair Membership  |
| Mr RA Bonwick - retired 3 Dec 24                    |                   |
| Major PM O'Callaghan – retired 24 Jun 24            |                   |
| Lieutenant Colonel MMT Burton-Doe FCMA CGMA         |                   |
| Lieutenant Colonel MJR Cotton MBE                   |                   |
| Captain PN Hawkins AGC(SPS)                         |                   |
| Lieutenant Colonel I Pendlebery - retired 31 Dec 24 |                   |
| Mr SW Roden                                         |                   |
| Colonel DJ Rutherford FCMA CGMA – from 1 Sep 24     |                   |
| Lieutenant Colonel RT Ward ACMA - retired 4 Dec 24  |                   |
| Colonel S Allen MBE ADC from 7 Jun 24, replacing    | ex-Officio (Corps |
| Colonel VJ Whiting ADC - retired 7 Jun 24           | Colonel AGC)      |

2. **Standing Committees** The rules of the RAPC Regimental Association provide for the creation of 3 standing committees responsible to the Council for the management of the charities' affairs and the attainment of the objects. The Council has appointed at least one Trustee to each committee to act as Chairman of that committee and to be responsible for reporting its proceedings to the Council. The standing Committees of the RAPC Regimental Association, their membership and responsibilities are covered in the following paragraphs.

3. **Finance Committee** The purpose of the Finance Committee is: to recommend the investment policy to be followed by the Council; to monitor the performance of funds invested on behalf of the Association; oversight of the Association accounts; to create and maintain standard financial operating procedures; to maintain a risk register; to assist the Accountant in the performance of his duties; to appoint an independent examiner of the accounts. For this period the Finance Committee comprised:

Lieutenant Colonel RA Rosenhead MBE FCG (Chairman & Treasurer)  
Lieutenant Colonel RT Ward ACMA - retired 27 Oct 24  
Lieutenant Colonel MMT Burton-Doe FCMA CGMA  
Major PM O'Callaghan – retired 24 Jun 24  
In attendance: Mr J Drake and Mr R Sorsbie

4. **Welfare Committee** The purpose of the Welfare Committee is to consider and action all requests for welfare assistance received by the Association; to oversee all benevolent activities carried out by the Association, including the maintenance of RAPC links with other benevolent institutions such as the Royal Hospital, Chelsea. The Welfare Committee comprises:

Lieutenant Colonel AM McTaggart FCMA, CGMA  
Lieutenant Colonel MJR Cotton MBE  
Lieutenant Colonel SM Gleed  
Captain PN Hawkins  
Major SJP James  
Colonel DB McCulloch  
Mr DC McKirdy  
Mr JA Pinhorn  
Mr SW Roden  
Mr JH Sale  
In attendance: Mr J Drake

5. **Membership Committee** The Membership Committee is responsible for the efficient delivery of membership services, communication and social activities. It comprises:

Colonel A J Ward

And the following Branch Chairmen:

Mr B Atkinson (RAPC Old Boys Tyne & Wear)  
Mr RM Blowers (South Coast) - sadly, died 15 Oct 24  
Mr RA Bonwick (North Wales / Chester)  
Mr DJ Cole (Cardiff & S. Wales)  
Mr DM Dyson (Tees Valley)  
Mr D Evans (Gloucester)  
Captain T Edgar (Yorkshire)  
Lieutenant Colonel AR Fairclough (Apprentices)  
Major WA Forsyth (Worthy Down/Winchester)  
Captain W Forsyth (Scotland)  
Mr M Ganly (London)  
Lieutenant Colonel MJA Lemon (Kent)  
Mr P Lloyd (Salisbury)  
Mr C Martin (Fide et Fiducia Dining Club)  
Mr JD Purvey (Peterborough)  
Mrs AP Smith (Salisbury) – retired 31 Dec 24

Sports Representative:

Lieutenant Colonel I Pendlebery (Golf)  
Mr DM Stokoe (Golf)

Website & IT:

Major PF Bamforth  
Major JD Caswell

6. **Contractors** The Association employs two contractors, Mr Jeremy Drake (Administration) and Mr Richard Sorsbie (Accountant).

## **ANNEX B – FINANCIAL ACCOUNTS AND INDEPENDENT EXAMINERS REPORT**

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES IN RESPECT OF THE ACCOUNTS**

1. The Trustees are responsible for preparing accounts for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those accounts, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue

2. The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

3. In so far as the trustees are aware:

- there is no relevant audit information of which the charity's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

4. The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

# INDEPENDENT EXAMINER'S REPORT TO THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2024



CHARITY COMMISSION  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A Independent Examiner's Report

|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     |                     |
|----------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------|
| Report to the trustees                                   | Royal Army Pay Corps Regimental Association                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                     |                     |
| On accounts for the year ended                           | 31 December 2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Charity no (if any) | 270477              |
| Set out on pages                                         | 1-2<br><small>(remember to include the page numbers of additional sheets)</small>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                     |                     |
| Responsibilities and basis of report                     | <p>I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31/12/2024.</p> <p>As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").</p> <p>I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.</p> |                     |                     |
| Independent examiner's statement                         | <p>The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Chartered Institute of Management Accountants.</p> <p>I have completed my 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> <p><i>* Please delete the words in the brackets if they do not apply.</i></p>                                                |                     |                     |
| Signed:                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     | Date: 13 April 2025 |
| Name:                                                    | Joanne Killip                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                     |                     |
| Relevant professional qualification(s) or body (if any): | ACMA CGMA DChA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                     |
| Address:                                                 | 12 Academy Drive, Corsham, Wiltshire, SN13 0SA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                     |                     |
|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     |                     |
|                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                     |                     |

**Statement of Financial Activities Income and Expenditure Account  
as at 31 December 2024**

|                                           |      | Unrestricted<br>Funds | Restricted<br>Funds | Endowment<br>Funds | Total Funds<br>Year ended<br>31.12.24<br>£ | Year ended<br>31.12.23<br>£ |
|-------------------------------------------|------|-----------------------|---------------------|--------------------|--------------------------------------------|-----------------------------|
|                                           | Note | £                     | £                   | £                  |                                            |                             |
| <b>Incoming resources</b>                 |      |                       |                     |                    |                                            |                             |
| Resources from generated funds            |      |                       |                     |                    |                                            |                             |
| Voluntary income                          | 2(a) | 17,225                |                     |                    | 17,225                                     | 27,086                      |
| Activities for generating funds           | 2(b) | 797                   |                     |                    | 797                                        | 758                         |
| Income from investments                   | 2(c) | 30,383                | 0                   | 2,481              | 32,864                                     | 33,009                      |
| Income from charitable activities         | 2(d) | 211,784               | 16,120              |                    | 227,904                                    | 13,550                      |
| <b>Total incoming resources</b>           |      | <u>260,189</u>        | <u>16,120</u>       | <u>2,481</u>       | <u>278,790</u>                             | <u>74,403</u>               |
| <b>Resources expended</b>                 |      |                       |                     |                    |                                            |                             |
| Costs of generating funds                 |      |                       |                     |                    |                                            |                             |
| Membership and Social Activities          | 3(a) | 8,950                 | 29,074              |                    | 38,024                                     | 42,212                      |
| Remembrance & Benevolent                  | 3(b) | 6,983                 | 0                   |                    | 6,983                                      | 48,118                      |
| Welfare Activities                        | 3(c) | 5,967                 | 0                   |                    | 5,967                                      | 9,219                       |
| Communication Costs                       | 3(d) | 9,963                 |                     |                    | 9,963                                      | 7,770                       |
| Governance and Other Costs                | 3(e) | 53,641                |                     |                    | 53,641                                     | 55,968                      |
| <b>Total resources expended</b>           |      | <u>85,504</u>         | <u>29,074</u>       | <u>0</u>           | <u>114,578</u>                             | <u>163,287</u>              |
| <b>Net incoming/ (outgoing) resources</b> |      | 174,685               | (12,954)            | 2,481              | 164,212                                    | (88,884)                    |
| <b>Other recognised gains and losses</b>  |      |                       |                     |                    |                                            |                             |
| Gain on investments                       |      | 88,199                | 0                   | 7,261              | 95,460                                     | 55,549                      |
| <b>Transfer between funds</b>             | 8    | (12,573)              | 12,573              | 0                  | 0                                          | 0                           |
| <b>Net movement of funds</b>              |      | <u>250,311</u>        | <u>(381)</u>        | <u>9,742</u>       | <u>259,672</u>                             | <u>(33,335)</u>             |
| Balances brought forward                  |      | 1,049,454             | 4,337               | 84,016             | 1,137,807                                  | 1,171,142                   |
| <b>Balances carried forward</b>           |      | <u>1,299,765</u>      | <u>3,956</u>        | <u>93,758</u>      | <u>1,397,479</u>                           | <u>1,137,807</u>            |

All the above amounts relate to continuing activities.

There were no recognised gains or losses other than the net movement of funds for the financial periods shown above.

The notes on pages 27 to 31 form part of these financial statements.

**Balance sheet**  
**as at 31 December 2024**

|                                                                    | Notes | 31.12.24                |                         | 31.12.23                |                         |
|--------------------------------------------------------------------|-------|-------------------------|-------------------------|-------------------------|-------------------------|
|                                                                    |       | £                       | £                       | £                       | £                       |
| <b>Fixed assets</b>                                                |       |                         |                         |                         |                         |
| Investments                                                        | 4     | <u>1,165,955</u>        | 1,165,955               | <u>1,121,014</u>        | 1,121,014               |
| <b>Current assets</b>                                              |       |                         |                         |                         |                         |
| Debtors                                                            | 5     | 63,667                  |                         | 650                     |                         |
| Cash at bank and in hand                                           |       | <u>170,447</u>          |                         | <u>26,263</u>           |                         |
|                                                                    |       | 234,114                 |                         | 26,913                  |                         |
| <b>Creditors:</b> amounts becoming due and payable within one year | 6     | <u>2,590</u>            |                         | <u>10,120</u>           |                         |
|                                                                    |       | 2,590                   |                         | 10,120                  |                         |
| <b>Net current assets</b>                                          |       |                         | 231,524                 |                         | 16,793                  |
| <b>Total assets</b>                                                |       |                         | <u><u>1,397,479</u></u> |                         | <u><u>1,137,807</u></u> |
| <b>Funds</b>                                                       |       |                         |                         |                         |                         |
| Unrestricted Funds                                                 | 7     | 1,299,765               |                         | 1,049,454               |                         |
| Restricted                                                         | 8     | 3,956                   |                         | 4,337                   |                         |
| Endowment                                                          | 8     | <u>93,758</u>           |                         | <u>84,016</u>           |                         |
|                                                                    |       | <u><u>1,397,479</u></u> |                         | <u><u>1,137,807</u></u> |                         |

The notes on pages 27 to 31 form part of these financial statements.

The financial statements were approved by the President and the

Executive Committee (on behalf of the Trustees) on 6 March 2024

## **Notes to the financial statements as at 31 December 2024**

### **1. a) Accounting convention**

The financial statements have been prepared under the Charities SORP 2005, having regard to the substance of transactions and arrangements in accordance with generally accepted principles or practice.

### **b) Funds**

Unrestricted funds represent the General and Designated funds of the Association that are not subject to any restriction regarding their use and are available for application on the general purposes of the Association.

Restricted funds are those which are subject to a specific restriction as to their use, imposed by the donors.

### **c) Income**

All incoming resources are included in the statement of financial activities when the charity is entitled to income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated goods and services and facilities are included at the value to the charity where it can be quantified. The value of services provided by volunteers has not been included.

### **d) Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Some items of expenditure include VAT which cannot be recovered, and the VAT is reported as part of the expenditure to which it relates.

Cost of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

### **e) Going concern**

The accounts have been produced on the basis that the Association is considered to be a going concern.

## 2 Incoming resources

|                                                             | Unrestricted Funds | Restricted Funds | Endowment Funds | Total Funds      |                  |
|-------------------------------------------------------------|--------------------|------------------|-----------------|------------------|------------------|
|                                                             |                    |                  |                 | Year ended       | Year ended       |
|                                                             |                    |                  |                 | 31 December 2024 | 31 December 2023 |
|                                                             | £                  | £                | £               | £                | £                |
| <b>(a) Voluntary income</b>                                 |                    |                  |                 |                  |                  |
| Membership Income                                           | 0                  |                  |                 | 0                | 50               |
| Donations from Members                                      | 14,303             |                  |                 | 14,303           | 13,078           |
| Gift Aid Recovered on Donations                             | 2,922              |                  |                 | 2,922            | 3,086            |
| NMA Memorial Donations                                      |                    |                  |                 | 0                | 10,696           |
| Other income                                                | 0                  |                  |                 | 0                | 176              |
|                                                             | <u>17,225</u>      | <u></u>          | <u>0</u>        | <u>17,225</u>    | <u>27,086</u>    |
| <b>(b) Activities for generating funds and Other Income</b> |                    |                  |                 |                  |                  |
| Stock Sales                                                 | 797                |                  |                 | 797              | 420              |
| Return of Grants                                            | 0                  |                  |                 | 0                | 338              |
|                                                             | <u>797</u>         | <u>0</u>         | <u>0</u>        | <u>797</u>       | <u>758</u>       |
| <b>(c) Income from investments</b>                          |                    |                  |                 |                  |                  |
| Investment income                                           | 30,383             | 0                | 2,481           | 32,864           | 33,009           |
| Bank interest receivable                                    | 0                  |                  |                 | 0                | 0                |
|                                                             | <u>30,383</u>      | <u>0</u>         | <u>2,481</u>    | <u>32,864</u>    | <u>33,009</u>    |
| <b>(d) Income from charitable activities</b>                |                    |                  |                 |                  |                  |
| NMA Dedication Event Fund                                   |                    | 566              |                 | 566              | 510              |
| Officers' Dinner Club                                       |                    | 0                |                 | 0                | 0                |
| Battlefield Tour Fund                                       |                    | 11,212           |                 | 11,212           | 9,070            |
| Annual Dinner                                               |                    | 1,828            |                 | 1,828            | 1,030            |
| Apprentice College Intake Reunion                           |                    | 1,420            |                 | 1,420            | 2,370            |
| Autumn Function                                             |                    | 760              |                 | 760              | 570              |
| Summer Party                                                |                    | 334              |                 | 334              | 0                |
| Sale of Victoria Cross                                      | 211,500            |                  |                 | 211,500          | 0                |
| Easy Funding                                                | 284                |                  |                 | 284              | 0                |
|                                                             | <u>211,784</u>     | <u>16,120</u>    | <u>0</u>        | <u>227,904</u>   | <u>13,550</u>    |



### 3 Outgoing resources

|                                                        | Unrestricted funds | Restricted funds | Endowment funds | Year ended       |                  |
|--------------------------------------------------------|--------------------|------------------|-----------------|------------------|------------------|
|                                                        | £                  | £                | £               | 31 Dec 2024<br>£ | 31 Dec 2023<br>£ |
| <b>(a) Membership and Social Activities</b>            |                    |                  |                 |                  |                  |
| Autumn Function                                        |                    | 3,887            |                 | 3,887            | 4,340            |
| Summer Party                                           |                    | 611              |                 | 611              | 0                |
| Annual Dinner and Reunion                              |                    | 2,542            |                 | 2,542            | 3,014            |
| Battlefield Tour                                       |                    | 15,456           |                 | 15,456           | 10,226           |
| Belton Woods Annual Dinner                             |                    | 2,698            |                 | 2,698            | 0                |
| Apprentice Reunions                                    |                    | 675              |                 | 675              | 3,974            |
| Army/Navy                                              |                    |                  |                 | 0                | 0                |
| Officer's Dinner Club                                  |                    | 260              |                 | 260              | 275              |
| NMA Dedicated Event                                    |                    | 2,831            |                 | 2,831            | 7,966            |
| Brig B Fullerton Memorial                              |                    | 114              |                 | 114              | 145              |
| Trustees Attendance at Branch Events                   |                    |                  |                 | 0                | 0                |
| Other Events                                           |                    |                  |                 | 0                | 2,620            |
|                                                        | <u>8,950</u>       | <u>29,074</u>    | <u>0</u>        | <u>38,024</u>    | <u>42,212</u>    |
| <b>(b) Remembrance, Commemorative &amp; Benevolent</b> |                    |                  |                 |                  |                  |
| Flowers and Funeral Donations                          | 6,983              |                  |                 | 6,983            | 1,159            |
| Christmas and Birthday Gifts for In-Pensioners         | 0                  |                  |                 | 0                | 0                |
| Field of Remembrance & Remembrance Sunday              |                    |                  |                 | 0                | 4,356            |
| NMA Lion - Memorial                                    |                    |                  |                 | 0                | 42,603           |
|                                                        | <u>6,983</u>       | <u>0</u>         | <u>0</u>        | <u>6,983</u>     | <u>48,118</u>    |
| <b>(c) Welfare Activities</b>                          |                    |                  |                 |                  |                  |
| <b>(c) Welfare Activities</b>                          | 5,967              |                  |                 | 5,967            | 9,219            |
| Individual Welfare Grants                              | <u>5,967</u>       | <u>0</u>         | <u>0</u>        | <u>5,967</u>     | <u>9,219</u>     |
| <b>(d) Communication costs</b>                         |                    |                  |                 |                  |                  |
| Primrose and Blue                                      | 5,971              |                  |                 | 5,971            | 5,650            |
| Information System                                     | 3,992              |                  |                 | 3,992            | 1,176            |
| Website - RAPC-Association.org.uk                      |                    |                  |                 | 0                | 1,044            |
|                                                        | <u>9,963</u>       | <u>0</u>         | <u>0</u>        | <u>9,963</u>     | <u>7,770</u>     |
| Insurance                                              | 405                |                  |                 | 405              | 848              |
| Trustee and Committee meetings                         | 350                |                  |                 | 350              | 935              |
| Administration                                         | 37,982             |                  |                 | 37,982           | 42,225           |
| Travel Claims                                          | 2,773              |                  |                 | 2,773            | 2,852            |
| Professional Fees                                      | (2,000)            |                  |                 | (2,000)          | 2,440            |
| Bank Charges                                           | 98                 |                  |                 | 98               | 19               |
| Scanning/Digital Archives                              | 2,143              |                  |                 | 2,143            | 52               |
| Stationery                                             | 736                |                  |                 | 736              | 0                |
| Stock Purchase for Re-sale                             | 510                |                  |                 | 510              | 0                |
| Storage, Repairs and Other Supplies                    | 564                |                  |                 | 564              | 712              |
| IT Backup and User Licences                            | 40                 |                  |                 | 40               | 1,485            |
| Other Printing Costs                                   | 624                |                  |                 | 624              | 0                |
| Postage                                                | 3,603              |                  |                 | 3,603            | 1,250            |
| Subscription Accounting Package                        | 225                |                  |                 | 225              | 0                |
| Independent Examiner's Fees                            | 850                |                  |                 | 850              | 3,150            |
| Consultant Finance Manager                             | 4,738              |                  |                 | 4,738            | 0                |
|                                                        | <u>53,641</u>      | <u>0</u>         | <u>0</u>        | <u>53,641</u>    | <u>55,968</u>    |
| <b>(e) Governance and Other Costs</b>                  |                    |                  |                 |                  |                  |

#### 4 Investments

|                                     | Unrestricted     | Endowment     | Total            |
|-------------------------------------|------------------|---------------|------------------|
| Market value at beginning of period | 1,036,998        | 84,016        | 1,121,014        |
| Transfers                           |                  |               | 0                |
| Cash Withdrawn                      | -83,383          | 0             | (83,383)         |
| Investment income                   | 30,383           | 2,481         | 32,864           |
| Unrealised gain in the period       | 88,199           | 7,261         | 95,460           |
| Market value at end of period       | <u>1,072,197</u> | <u>93,758</u> | <u>1,165,955</u> |

Investments comprising more than 5% of the portfolio were as follows:

|                             |              | %   | £                |
|-----------------------------|--------------|-----|------------------|
| Sarasin & Partner - RAPC1-5 | Unrestricted | 92% | 1,072,197        |
| Sarasin & Partner - Endowed | Endowment    | 8%  | 93,758           |
|                             |              |     | <u>1,165,955</u> |

#### 5 Debtors

|               | 2024<br>£     | 2023<br>£  |
|---------------|---------------|------------|
| Prepayments   | 167           | 633        |
| Other debtors | 63,500        | 17         |
|               | <u>63,667</u> | <u>650</u> |

#### 6 Creditors

|                              | 2024<br>£    | 2023<br>£     |
|------------------------------|--------------|---------------|
| Accruals and other creditors | <u>2,590</u> | <u>10,120</u> |

#### 7 Analysis of funds

|                   | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Endowment<br>Funds | Total<br>2024<br>£ | Total<br>2023<br>£ |
|-------------------|----------------------------|--------------------------|--------------------|--------------------|--------------------|
| Investments       | 1,072,197                  |                          | 93,758             | 1,165,955          | 1,121,014          |
| Current assets    | 230,158                    | 3,956                    |                    | 234,114            | 26,913             |
| Total liabilities | (2,590)                    |                          |                    | (2,590)            | (10,120)           |
|                   | <u>1,299,765</u>           | <u>3,956</u>             | <u>93,758</u>      | <u>1,397,479</u>   | <u>1,137,807</u>   |

## 8 Restricted funds

|                                       | At<br>1 January<br>2024<br>£ | Incoming<br>resources<br>£ | Outgoing<br>resources<br>£ | Transfers<br>from/(to)<br>Unrestricted<br>£ | At<br>31 December<br>2024<br>£ |
|---------------------------------------|------------------------------|----------------------------|----------------------------|---------------------------------------------|--------------------------------|
| Officers' Dinner Club                 | 1,075                        | 0                          | (260)                      |                                             | 815                            |
| Battlefield Tour                      | 1,244                        | 11,212                     | (15,456)                   | 3,000                                       | 0                              |
| Annual Dinner                         | 181                          | 1,828                      | (2,542)                    | 1,341                                       | 808                            |
| Brig B Fullerton Memorial             | 1,142                        |                            | (114)                      |                                             | 1,028                          |
| NMA Memorial Fund (see below)         | 0                            | 0                          | 0                          | 0                                           | 0                              |
| NMA Dedication Event                  | 0                            | 566                        | (2,831)                    | 2,130                                       | (135)                          |
| Apprentice College Reunion            | 695                          | 1,420                      | (675)                      | 0                                           | 1,440                          |
| Autumn Function                       | 0                            | 760                        | (3,887)                    | 3,127                                       | 0                              |
| Worthy Down Function                  | 0                            | 334                        | (611)                      | 277                                         | 0                              |
| Belton Wood Annual Dinner             | 0                            | 0                          | (2,698)                    | 2,698                                       | 0                              |
|                                       | <u>4,337</u>                 | <u>16,120</u>              | <u>(29,074)</u>            | <u>12,573</u>                               | <u>3,956</u>                   |
| Endowment funds                       |                              |                            |                            |                                             |                                |
| RAPC Charitable Fund                  | <u>84,016</u>                | <u>9,742</u>               |                            |                                             | <u>93,758</u>                  |
| <b>RAPC Charitable Fund</b>           | <b>£</b>                     | <b>£</b>                   |                            |                                             |                                |
| Fund brought forward 1 January 2024   |                              | 84,016                     |                            |                                             |                                |
| Investment income                     |                              | 2,481                      |                            |                                             |                                |
| Unrealised gain/(loss) on investments | <u>7,261</u>                 | <u>7,261</u>               |                            |                                             |                                |
| Fund carried forward 31 December 2024 |                              | <u>93,758</u>              |                            |                                             |                                |

## 9 Controlling interest

The trustees consider no entity to have a controlling interest in the charity.

The Royal Army Pay Corps Regimental Association was first registered as a charity on 5 December 1975.

**CHARITIES IN CONNECTION WITH ROYAL ARMY PAY CORPS**

England & Wales - Charity number 270477

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# Accounts

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Registered Charity Number 270477

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31 DECEMBER 2023  
FOR THE ROYAL ARMY PAY CORPS REGIMENTAL ASSOCIATION**



Royal Army Pay Corps Regimental Association  
Financial Statements for the year ended 31 December 2022

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| Notes to the financial statements | 20 to 24 |

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**INDEPENDENT EXAMINER**

Paul Chamberlain  
Chamberlains Chartered Accountants  
Elm House, Tanshire Park  
Shackleford Road  
Elstead, Godalming  
Surrey, GU8 6LB

# REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2023

## INTRODUCTION

1. The Trustees submit this their 76<sup>th</sup> report and financial statements for the Royal Army Pay Corps (RAPC) Regimental Association for the year ending 31 December 2023. The Association Board of Trustees set the strategy and operating parameters for all activities including the policies for the making of grants, investments and reserves. The day-to-day routine administration is delegated to the 3 Committee Chairmen (Finance, Membership and Welfare) supported by the Association Administrator who is supervised by the Association's Honorary Secretary.

## OBJECTS

2. The objects of the RAPC Regimental Association, as laid down in the Rules, are:
- a. To promote the efficiency of the Army by:
    - (1) Maintaining contact between former members of the former Royal Army Pay Corps (the former Corps) and former or serving members of the Adjutant General's Corps (Staff and Personnel Support Branch) (the Branch); fostering mutual friendship between them and providing for social gatherings for them; and
    - (2) Fostering esprit de corps, comradeship and the welfare of the Branch and preserving its traditions and those of the former Corps.
  - b. To relieve either generally or individually members of the Association, former members of the former Corps and former and serving members of the Branch and their dependants, who are in conditions of need, hardship or distress.

## GOVERNANCE

3. The Association is a General Charity with a registered number of 270477. The Accounts are shown on pages 18 to 24 of this report. The address for communications is:

RAPC Regimental Association  
PO Box 2044, Andover, Hants  
SP10 9LZ

email address: [administrator@rapc-association.org.uk](mailto:administrator@rapc-association.org.uk)

4. **The Rules.** The constitution, organisational structure, objects and the methods by which they are attained are as laid down in the Rules which also act as the Charity's governing document. The Trustees passed a resolution to approve a number of administrative amendments to the rules at their meeting on 27 October 2023 and these were subsequently forwarded to, and accepted by, the Charity Commission. The revised rules were made available to our members on our Association website or electronic or hard copies can be requested from the Administrator.

## **REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2023**

### **PUBLIC BENEFIT**

5. The RAPC Association continues to promote social events and provide welfare support to those members in need.

### **RISK MANAGEMENT**

6. The Association seeks to mitigate operational risks through the maintenance of a risk register and the creation of appropriate risk management policies. The Finance Committee is responsible for the maintenance of the risk register and related risk management policy.

### **SCOPE OF ACTIVITIES**

7. The activities carried out in support of the objects, as laid down in the rules, are:
- a. To accept funds in the form of subscriptions, donations, bequests or gifts of money or other property by means of appeals, public or otherwise.
  - b. To apply any assets so obtained in defraying the working expenses of the Association and in creating a capital fund to be applied, with the income, in furtherance of the objects of the Association.
  - c. To receive and administer any funds, donations, bequests or other gifts, now or in the future, whether by way of permanent endowment or otherwise, for charitable purposes connected with, or calculated to further, the objects of the Association.
  - d. To assist or benefit beneficiaries by way of grant, loan, or other suitable means.
  - e. To make grants to any military or civilian charity, or charitable fund or charitable institution existing or hereafter established which, in the opinion of the Council of the Association, directly or indirectly benefits the persons referred to in Paragraph 2 above.
  - f. To maintain a central office and channel of communication for, and between, all past members of the former Corps and Branch.
  - g. To print, publish, issue and circulate any journals, magazines, newspapers, pamphlets or other publications for the information, advantage and benefit of members in connection with the objects of the Association.

### **WELFARE SUPPORT**

8. **Welfare Committee.** The Committee membership remains at nine (9), including the Chair, and reflects an excellent cross-section by rank and military experience. There remains a vacancy for a new member of the committee to future proof the support and further widen the feedback to applications. While most work is done out-of-committee, the Committee met face to face on one occasion during the year. The annual review of policy guidance has been conducted successfully to ensure that the Committee's approach of the remains consistent, and that thresholds placed as guidance for grants are realistic with cost of living rises and, most notably, funeral expenses.

## REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2023

9. **Welfare Caseload.** The introduction of the new 'Mosaic' case management system (CMS) continues to slow the pipeline for case review and circulation, meaning that most cases are dealt with out-of-committee to ensure grants can be expedited. This reporting year 16 cases were considered by the Committee with 12 cases supported to varying levels. Financial provision is still significantly below yearly average trends (pre-Covid) and it has been suggested that this reflects a more affluent veteran group as pensions increase significantly, but also that the Mosaic system has widened the review of applications which may have impacted on the number of claims reaching the association. Budget forecasts, to the benefit of the association and extension of available funding, have been amended to reflect recent annual trends post Covid.

10. **Grants.** Grants made by the Association have been categorised according to the costliest element of the application:

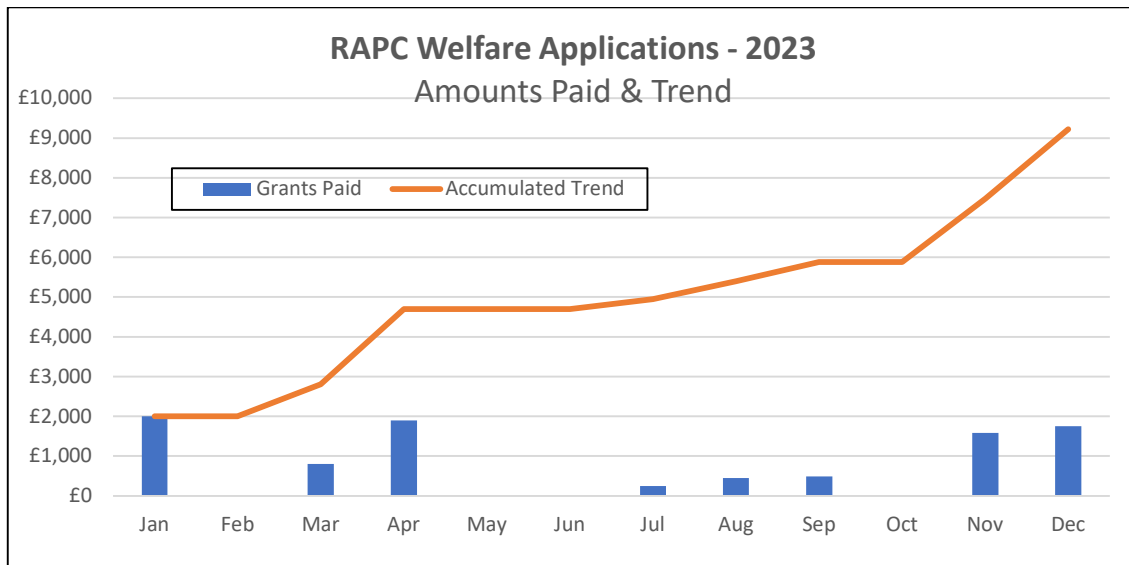
| Category                                            | 2022 Cases supported | 2023 Cases supported | 2022 Welfare Grants | 2023 Welfare Grants |
|-----------------------------------------------------|----------------------|----------------------|---------------------|---------------------|
| Priority Debt Relief                                | 0                    | 2                    |                     | £1,585.13           |
| EPV's, Wheelchairs, Stair lifts                     | 2                    | 2                    | £1,060.00           | £1,750.00           |
| Clothing/Food Vouchers                              | 1                    | 1                    | £300.00             | £250.00             |
| Funerals/Memorials                                  | 2                    | 0                    | £2,000.00           |                     |
| Heating, Home Repairs, Carpets, Painting            |                      |                      |                     |                     |
| Home Adaptation, Respite                            | 1                    | 2                    | £1,000.00           | £800.00             |
| Homewares, white/brown goods etc.                   | 4                    | 1                    | £2,488.95           | £489.00             |
| Nursing Home Fees or Annuities                      |                      | 2                    |                     | £2,000.00           |
| Other                                               | 2                    | 1                    | £1,150.00           | £450.00             |
| Riser-Recliners/Profiling Beds/Specialist Furniture | 1                    | 1                    | £750.00             | £1,895.00           |
| <b>Total</b>                                        | <b>13</b>            | <b>12</b>            | <b>£8,748.95</b>    | <b>£9,219.13</b>    |

Table 1 – Comparison of Welfare Grants 2023 with the Previous Year

11. **Referrals and Unsuccessful Applications.** The level of assistance provided by other military charities in addition to grants provided by the Association, or in some cases where no grant has been made, increased significantly during 2023. The ABF provided an additional £2,916 in cases where the Association had authorised a grant, and £1,500 in one case where the RAPC declined assistance. Poppy Scotland provided an additional £616.28 in one case – sharing the load equally with the Association and the ABF.

12. **Analysis and Trend.** To understand the level of Welfare payments, and the general flow of applications, Graph 1 provides a summary of all payments made during 2023 by month and on an accumulating basis.

**REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION  
FOR THE YEAR ENDING 31 DECEMBER 2023**



Graph 1 – 2023 Summary of Welfare Grants Paid by Month and Value

13. The headline points are:

- a. This year saw 16 applications for assistance – the same as in 2022 although slightly fewer received a grant. The majority of applicants were former RAPC personnel with only 3 cases requesting assistance for a widow.
- b. Individual grants remain at a relatively low level in monetary terms, individual support ranging from £200 to £1,895.
- c. The age range of applicants is from 57 to 89 years and the average age this year is 73.5 years, a rise on the previous period. It is interesting to note, however, that of the 8 applicants under the age of 80 the average was 67.

14. **Challenges and Issues.**

- a. Contrary to anecdotal reports, there is little evidence to suggest that the pandemic continues to have an impact on the number of cases coming forward from SSAFA and the RBL.
- b. There are delays due to the considerable backlog of Occupational Therapist (OT) appointments which need to take place prior to the RBL completing their casework and passing it the RAPC.
- c. Familiarity with the application process for assistance is still questionable and the committee will seek to ensure that Association members continue to be well informed.
- d. It should be noted that the welfare provision is not limited to the consideration of formal applications via the frontline service charities. This year, the Welfare Committee has arranged for more civilian charities to become involved with our veterans, where appropriate, and in one case arranged for Veterans' Aid to provide emergency assistance to a rough-sleeping former serviceman.

## REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2023

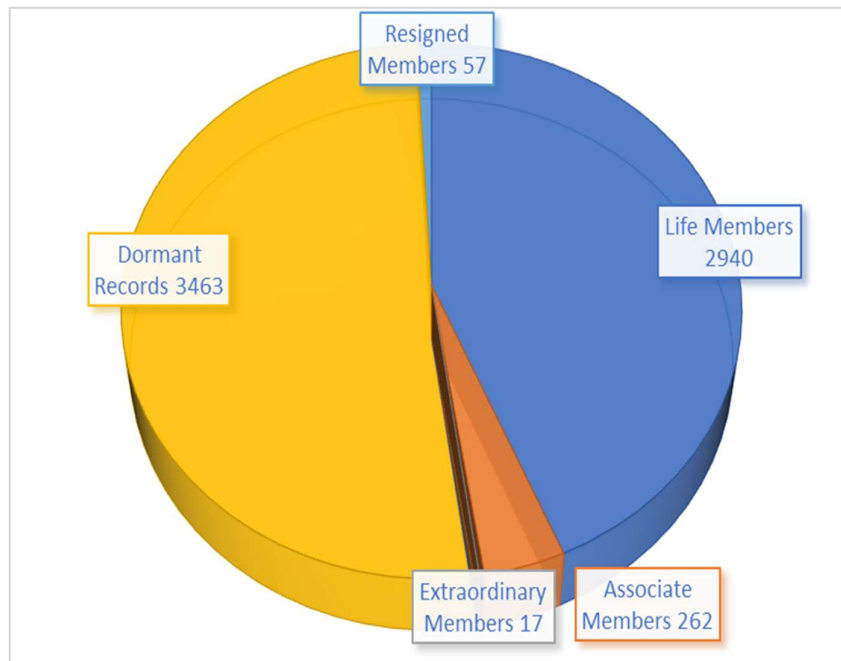
- e. The longevity of financial welfare support continues to be monitored more widely but has yet to impact in terms of requiring limits on grant amounts.

15. **Summary.** The current reduced level of support required from the association appears to have become the norm, and it is interesting to note that the age range of applications has widened to the 60-something bracket, demonstrating that the veteran cohort likely to have been serving during the formation of the AGC(SPS) is now a larger proportion of overall applications. The widening of the welfare provision by other agencies to our veterans is welcome, and is timely in terms of extending the life of the diminishing welfare funds available.

### MEMBERSHIP, COMMUNICATION, HERITAGE, FELLOWSHIP AND IN MEMORIA

#### Membership

16. **Members.** Members continue to be at the forefront of everything that the Association does as without them our charity ceases to have a purpose. Our membership database contains at least partial personal, service and address details for 6,739 members whom we believe to be still alive; this is down from 6,920 at the start of the year. The chart below shows the breakdown by membership category.



Graph 2 – Membership by category as at 31 December 2023

17. **Life Membership** It is now over 31 years since the RAPC disbanded but everyone who served in the Corps is entitled to be a life member. Keeping accurate details for them all on our database is important to the functioning of the Association, but of the 6,000-plus life members only 2,848 have full postal addresses and of those only 1,790 have an email address as well. A further 88 life members have only an email address on file and the remaining 4 have anomalies within their records that we are attempting to resolve.

## REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2023

18. **Changes to our Membership Rules.** At the last Council Meeting the Trustees discussed membership categorization and administration and took the decision to:

- a Offer life membership to all those WRAC officers and soldiers who were permanently attached to the RAPC, rather than the associate membership they have now.
- b Record all RAPC deaths, irrespective of membership status, on our database and to offer Association support to all bereaved families.
- c Engage more with individuals receiving welfare support in order give them the opportunity for wider Corps contact should they desire it.
- d Remove any financial barriers for any new members.

19. **Data Cleansing.** Data cleansing was discussed at both Trustee meetings this year. Most importantly:

- a All records with no contact details would be recorded as 'dormant' and,
- b Where a member is known or thought to be over 90 years old that we would make an annual check.

20. Sadly, these measures have resulted in an increased number of deaths being identified but have allowed us to give greater focus on those active members who wish to remain in contact.

21. **Data Protection (General Data Protection Regulation).** The Association is registered with the Office of the Information Commissioner. As a result of our continued efforts to gain positive consent from members for the storage and usage of their email addresses, the Association has now received consent from 1,890 members – up from 1,880 at the end of 2022.

22. **Data Policy Reviews.** The Association's Data Protection Policy, Privacy Note and Data Retention Policy have been formally reviewed by trustees. As part of the review, a check was conducted to ensure that personal data fields within the system remain adequate, relevant, and limited to what is necessary in relation to the purposes of administration, fellowship, and welfare.

23. **Association Database.** Access to the Association membership database is restricted to those who need it for Association business. Access is further limited to only the records that individuals need to do their element of Association activities – e.g. a Branch Chair can only see those living in their catchment area. All those with access sign confidentiality agreements and are aware of our data protection policy. Spend in this area has risen slightly because development activity expected to be completed in the last financial year was instead delivered in this year.

### Communication

24. **Magazine.** The Association produced and electronically distributed our annual magazine - Primrose & Blue – in December 2023. Despite our best efforts to get as many members as possible to have an electronic copy, over 2,000 members still elect for a hard copy. This year, the magazine was delayed by other priorities and the cost of printing and distribution are broadly in line with the cost of the 2022 edition, but with the increase in distribution costs will be slightly offset by

## REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2023

reduced insert production costs. The number of members who have elected to receive the Primrose & Blue by email is 879, slightly down for the previous edition.

25. **Marketing.** The Association has not taken part in any marketing in publications other than using the free service for members of the Royal British Legion to advertise events in their magazine.

26. **Website.** Our volunteer webmaster has worked diligently on improving the website and keeping the content relevant and topical. Information is updated regularly and members are encouraged to contribute articles and photos, whether topical or historic. The members-only website has over 1,700 user accounts and we hope to increase this year-on-year.

### Heritage

27. **Regimental Links.** The Association maintains links with the AGC Museum and our regimental home, Worthy Down, through the Corps HQ AGC. The Association has contributed to the RAPC content and design of the RAPC Board on the Worthy Down heritage trail and the trustees have agreed to support the redevelopment of the AGC Museum thereby protecting our history and heritage. Next year, we are planning a Summer event at Worthy Down so that our members can experience what is provided for today's soldiers and also see the enormous change that has taken place on the site.

28. **NMA Alrewas.** The monument to the RAPC was completed and installed at the NMA this year. Association members contributed generously, and so with gift aid and a VAT refund our expenditure from funds was significantly less than planned.

### Fellowship

29. **National Events.** This year the Association has delivered 6 national events. Although attendance was affected somewhat by the various train strikes turnouts were excellent:

a **Annual Reunion Dinner.** The Annual Dinner was held at the Union Jack Club in London on 21 April 2023, with 71 members attending. This dinner is restricted to life and associate members only because, when canvassed, the majority preferred to have a members-only dinner. There is also a capacity issue at the venue of 100 that would restrict the numbers of members attending should it be an accompanied dinner.

b **Belton Woods Annual Dinner.** This was a new event, organised by the Chair of the Apprentices Branch, and it gave members the opportunity for a Summer dinner, with partners, away from London. It proved extremely popular (and was oversubscribed) with the 100 people that attended enjoying both the dinner and the location. There was also the option (at their own expense) to use the excellent wider facilities provided by this venue. The Trustees have elected to repeat this annually.

c **RAPC Memorial.** An event to dedicate our new memorial at the NMA took place on 7 June 2023. Our new monument was unveiled by a 99-year-old member, and WW2 veteran, who only recently joined the Association. The dedication service was well attended, and 151 members joined in the afternoon tea that followed.

d **Remembrance.** London Branch organised the Act of Remembrance on Saturday 11 November 2023 which was open to all members of the Association and the families

## REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2023

of those recently bereaved. Attendance at this event is prioritised for the bereaved families and although capacity has not been an issue in the past, over 110 people attended the service in the grounds of Westminster Abbey and of those, 75 chose to attend the curry lunch that followed the service. It was an honour for the Association to support the 25 bereaved families at this event.

e **Battlefield Tour.** A very successful Battlefield Tour took place in October 2023 around the theme of Dunkirk and Fortress Europe. 24 eligible individuals attended this event.

f **Volunteers Reception and Dinner.** This event, that thanks those who volunteer their time for the Association, took place on 27 October 2023 at the Union Jack Club. It was attended by 24 members/wives.

30. **Golf.** The golf society has organised 7 events this year enabling 78 members to enjoy the fellowship of their RAPC peers in a sports setting. A tour to southern Spain allowed a further 23 members to attend a social golfing experience while acquiring a suntan.

31. **Reunions.** Sixteen people attended the annual reunion of 134 Recruit Course which this year took place in Edinburgh.

32. **Royal Hospital.** The number of RAPC In-Pensioners at the Royal Hospital has reduced to 4 and we were delighted to send representation to the Founders Day event and to make Christmas grants to each of them.

33. **Branches.** The Association continues to support a regional branch network of 15 regional branches and one nationwide branch specifically for former Apprentices. The Fide et Fiducia Dining Club also collects monthly subscriptions and holds events in Scotland. Branches are actively encouraged to organise a variety of fellowship gatherings that the Association subsidises. Sadly, 2 branches - Scotland (Highlands and Islands) and Taunton - have had to close because of their geographical spread resulting in unsustainably low attendance at events.

34. **Branch Events.** Our Branch Chairs voluntarily put a lot of time and effort into to encouraging members to attend fellowship events – for some areas this is difficult given their geographic responsibilities, age of members, venue availability and cost. Despite this, our Branch Chairs have delivered 45 very successful events this year attended by a total of 919 eligible people.

35. **Grants.** Table 2 shows the number of members who have benefitted from Branch events, the number of events delivered, and the grants made by the Association. An outstanding effort by all involved this year with an excellent rise in attendance.

**REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION  
FOR THE YEAR ENDING 31 DECEMBER 2023**

| Branch                      | 2022       |             |             |                   | 2023       |             |             |                   |
|-----------------------------|------------|-------------|-------------|-------------------|------------|-------------|-------------|-------------------|
|                             | Att        | Events Held | Grants Made | Total Grants      | Att        | Events Held | Grants Made | Total Grants      |
| Apprentices                 | 44         | 1           | 1           | £ 100.00          | 123        | 2           | 2           | £ 1,823.25        |
| Cardiff and S Wales         | 52         | 3           | 2           | £ 596.00          | 81         | 4           | 4           | £ 836.65          |
| Fide et Fiducia Dining Club | 32         | 2           | 2           | £ 420.00          | 35         | 2           | 2           | £ 540.00          |
| Gloucester                  | 32         | 2           | 2           | £ 543.30          | 46         | 3           | 3           | £ 784.34          |
| Kent                        | 29         | 3           | 3           | £ 250.00          | 43         | 4           | 4           | £ 337.50          |
| London                      | 103        | 5           | 4           | £ 192.61          | 86         | 5           | 2           | £ 129.13          |
| North Wales and Chester     | 17         | 1           | 0           | £ -               | 21         | 2           | 2           | £ 14.83           |
| Peterborough                | 21         | 2           | 2           | £ 291.30          | 0          | 0           | 0           | £ -               |
| Tyne and Wear               | 65         | 4           | 2           | £ 100.00          | 83         | 4           | 4           | £ 400.00          |
| Salisbury                   | 81         | 3           | 1           | £ 600.00          | 64         | 4           | 2           | £ 152.00          |
| Scotland                    | -          | -           | -           | -                 | 0          | 0           | 0           | £ -               |
| Scotland (H&I)              | 3          | 1           | 1           | £ 24.00           | 0          | 0           | 0           | £ -               |
| South Coast                 | 57         | 6           | 6           | £ 382.22          | 45         | 4           | 4           | £ 197.49          |
| Taunton                     | 12         | 1           | 1           | £ 180.03          | 23         | 2           | 1           | £ 105.00          |
| Tees Valley                 | -          | -           | -           | -                 | 0          | 0           | 0           | £ -               |
| Winchester                  | 151        | 5           | 0           | £ -               | 202        | 6           | 0           | £ -               |
| Yorkshire                   | 50         | 2           | 2           | £ 580.90          | 67         | 3           | 3           | £ 935.00          |
| <b>Totals</b>               | <b>749</b> | <b>41</b>   | <b>29</b>   | <b>£ 4,260.36</b> | <b>919</b> | <b>45</b>   | <b>33</b>   | <b>£ 6,255.19</b> |

Table 2 – Comparison of Branch events: 2023 with the Previous Year

### In Memoria

36. This year there were 90 reported deaths of RAPC veterans through usual channels and a further 68 deaths identified as part our data cleansing efforts. The Association not only sends a condolence card to the family but also offers support and, where the family requests it, the regimental standard and/or flowers for funeral. Sadly, and far too often, we hear about the death after the funeral has taken place, but this year the Association has sent flowers to the funerals of 16 members.

37. This year the family of one of our members who died on active service in 1958 was tracked down by one of our volunteers. The (sadly belated) presentation of the Elizabeth Cross took place at Ministry of Defence Medal Office and was well attended by members of the family spanning several generations. The Association provided the funding for a buffet lunch with the family and their hosts afterward the award.

38. As is customary, the Association supported Remembrance events up and down the country and overseas, providing 31 RAPC remembrance wreaths to members that requested them. The Association also funded 90 crosses on the RAPC plot at the Field of Remembrance at Westminster Abbey, one named cross for each of the reported deaths.

## REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2023

### Summary

39. Membership, although reducing annually, is vital to our very existence; this year we have delivered more than 60 events attended by over 1,600 members and their families. The Association remains committed to providing these opportunities for social contact at the same level or better whilst we have funds to do so.

40. Concurrently with fellowship activities we are focussing on improving our membership administration, our communication channels and the preservation of our heritage.

### FINANCE

#### 41. General.

- a. **Management.** Management of the Association's finances is carried out by the Finance Committee (supported by the Administrator) as directed by the Council of Trustees.
- b. **Policy on Reserves.** The policy on reserves is to hold sufficient funds to enable the Association to meet its objectives by maintaining sufficient cash for day-to-day needs, supplemented by drawdown from investments as required.
- c. **Investments.** Sarasin and Partners carry out the management of the Association's investments, applying the strategy laid down by Council, by using a balanced risk approach to achieve the targeted annual return of CPI + 3%.
- d. **Independent Examination.** The accounts have been independently examined (IE) by Chamberlains, chartered accountants.

42. **Format of Accounts.** The presentation of this year's accounts has changed to the more commonly accepted format for charities and now falls under the following three main headings:

- a. **Endowment Fund.** The former RAPC Charitable Fund was transferred to the RAPC Association in 1992 as a permanently-endowed fund with the stipulation that the income was to be spent exclusively for welfare payments but that the capital was to be untouched. In previous accounts this status was noted in the supportive narrative but the opportunity has now been taken to recognise it more formally and it is shown as the 'Endowment Fund'.
- b. **Restricted Funds.** The Restricted Funds retain the name previously used and continues to be used for activities where members have made specific contributions such as the NMA memorial, annual dinner etc. A summary of the changes during the year are in note 8 to the accounts together with details of the income and expenditure and any grants made from the Unrestricted Fund.
- c. **Unrestricted Fund.** All other activities that are carried out in fulfilment of the Association's Objects are transacted through the Unrestricted Fund, previously referred to as the General Fund, and is covered in paragraph 46.

## REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2023

### Commentary on the Financial Accounts

43. **Balance sheet.** The balance sheet on page 19 shows the Association's financial position as at 31 December 2023.

a. **Investments.**

- i As noted at paragraph 42a the separation of the Endowment Fund is now clearly shown. It has a balance of £84,016, which includes an unrealised gain of £3,552.
- ii The Unrestricted Fund was enhanced by an unrealised gain of £51,997 and a small gain on the sale of some investments when funds were drawn down to cover anticipated expenditure at the end of the year. This equates to a return of c5%.
- iii The year-on-year movement in the value of the investments is masked as it includes the £80,464 transferred to the Endowment Fund.

b. **Bank Account Balance.** The larger-than-normal bank balance reflects the £20,000 drawn from investments for forecast expenditure that did not materialise.

44. **Income and Expenditure (I&E) Account.** The I&E account on page 18 summarises the transactions that took place during the year and is supplemented by the notes to the accounts.

45. **Income.** The main sources of income are: distribution from investments; donations from members; and gift aid claimed on eligible donations. Key variations against last year are shown below.

a. **Investment Income.** The fall in income of c£8,000 is attributable to changes in market conditions as well as the revised investment philosophy following the move to Sarasin and Partners at the end of 2022.

b. **Investment Drawdown.** A total of £92,000 was withdrawn from investments, compared with £40,000 in 2022, with half of this increase relating to the cost of the NMA memorial which is detailed in paragraph 46.

46. **Expenditure.** The following are the main points when comparing this year's expenditure with 2022:

a. **Welfare Grants.** As can be seen from the Chair Welfare's report, paragraph 10, welfare grants are slightly up on last year.

b. **Membership.** The following provides the main financial details for the activities detailed in the Chair Membership's report.

i **Branch Grants.** The increase of almost £2,000 predominately relates to the Apprentices bi-annual reunion.

ii **National Events.** The grants from the Unrestricted Fund are shown in note 8 to the accounts and the increase of c£7,000 mainly relates to the Autumn Function, not included last year, and the NMA monument unveiling.

## REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2023

iii **Sporting Grants.** The overseas golf tour, which was not mirrored in 2022, accounts for the c£1,400 increase.

iv **NMA Memorial.** Thanks to the generosity of our members 52% cost of the NMA memorial was raised. The balance was covered through a grant of £26,566 from the Unrestricted Fund.

c. **Travel & Subsistence (T&S).** The apparent drop of c£6,000 from last year was because much of the T&S spend in this year has been disaggregated to the relevant activities to allow for more effective management. The remaining expenditure was for Trustee and volunteer activity in support of normal Association business.

d. **Communication.** The £2,500 reduction from 2022 is related to a reduction in Primrose and Blue printing costs and the absence of marketing expenditure.

47. **Summary.** The Unrestricted Fund excess of direct expenditure over income of c£41,000 coupled with the grants of c£43,000 from the fund, to subsidise the events shown at note 8, was offset by an unrealised gain of c£52,000, resulting in a deficit of c£32,000, which is very pleasing given the c£27,000 grant for the NMA memorial.

### MANAGEMENT

48. **Council of Trustees.** The appointed officers and members of the Council during the report period were:

|                                             |                  |
|---------------------------------------------|------------------|
| Colonel A Brown                             | President        |
| Lieutenant Colonel RA Rosenhead MBE FCG     | Hon Treasurer    |
| Vacant (covered pro-tem by President)       | Hon Secretary    |
| Lieutenant Colonel A McTaggart FCMA CGMA    | Chair Welfare    |
| Colonel AJ Ward                             | Chair Membership |
| Mr RA Bonwick                               |                  |
| Lieutenant Colonel MMT Burton-Doe FCMA CGMA |                  |
| Lieutenant Colonel MJR Cotton MBE           |                  |
| Captain PN Hawkins AGC(SPS)                 |                  |
| Mr PA Lloyd                                 |                  |
| Mr RJ McBlain ACMA – Retired 27 Oct 23      |                  |
| Major PM O'Callaghan                        |                  |
| Lieutenant Colonel I Pendlebery             |                  |
| Mr SW Roden                                 |                  |
| Lieutenant Colonel RT Ward ACMA             |                  |
| Colonel VJ Whiting ADC (Corps Colonel AGC)  | ex-Officio       |

49. **Standing Committees.** The rules of the RAPC Regimental Association provide for the creation of 3 standing committees responsible to the Council for the management of the charities' affairs and the attainment of the objects. The Council has appointed at least one Trustee to each committee to act as Chairman of that committee and to be responsible for reporting its proceedings to the Council. The standing Committees of the RAPC Regimental Association, their membership and responsibilities are covered in the following paragraphs.

## **REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2023**

50. **Finance Committee** The purpose of the Finance Committee is: to recommend the investment policy to be followed by the Council; to monitor the performance of funds invested on behalf of the Association; oversight of the Association accounts; to create and maintain standard financial operating procedures; to maintain a risk register; to assist the Administrator in the execution of his duties; to appoint an independent examiner of the accounts. The Finance Committee comprises:

Lieutenant Colonel RA Rosenhead MBE FCG (Chairman & Treasurer)  
Mr RJ McBlain ACMA – Retired 27 Oct 23  
Major PM O’Callaghan  
Lieutenant Colonel RT Ward ACMA

51. **Welfare Committee** The purpose of the Welfare Committee is to consider and action all requests for welfare assistance received by the Association; to oversee all benevolent activities carried out by the Association, including the maintenance of RAPC links with other benevolent institutions such as the Royal Hospital, Chelsea. The Welfare Committee has a wide range of experience and although on first appearance it would seem to have mostly officers, a large majority of these had full careers as soldiers before being commissioned. The Welfare Committee comprises:

Lieutenant Colonel AM McTaggart FCMA, CGMA  
Lieutenant Colonel MJR Cotton MBE  
Lieutenant Colonel SM Gleed  
Captain PN Hawkins  
Major SJP James,  
Colonel DB McCulloch  
Mr DC McKirdy  
Mr SW Roden  
Mr JH Sale

52. **Membership Committee.** The Membership Committee is responsible for the efficient delivery of membership services, communication and social activities. It comprises:

Colonel A J Ward  
Mr RA Bonwick (Vice-Chair of the Committee and Chair of North Wales / Chester Branch)

And the following Branch Chairmen:

Mr RM Blowers (South Coast)  
Mr SJ Jervis (Taunton) – Retired 31 Dec 23  
Mr DJ Cole (Cardiff & S. Wales)  
Captain T Edgar (York)  
Mr B Atkinson (RAPC Old Boys Tyne & Wear)  
Captain W Forsyth (Scotland)  
Mr C Martin (Fide et Fiducia Dining Club)  
Lieutenant Colonel MJA Lemon (Kent)  
Mr JH Sale (London)  
Lieutenant Colonel AR Fairclough (Apprentices)  
Mr DM Dyson (Tees Valley)  
Lieutenant Colonel GJ Charge (Scotland - Highlands & Islands) - Retired 25/923

## REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2023

Mr D Evans (Gloucester)  
Maj WA Forsyth (Worthy Down/Winchester)  
Mrs AP Smith (Salisbury)  
Mr JD Purvey (Peterborough)

### Sports Representative:

Lieutenant Colonel I Pendlebery (Golf)  
Mr D Stokoe (golf)

### Website & IT:

Major PF Bamforth  
Maj j Caswell

## ADMINISTRATOR

53. Administrative support to the Council of Trustees and all standing committees is provided by a consultant Administrator - Mr JW Drake – who is retained in order to provide the support required by the Association in order to attain its Objects. The fees paid to the Administrator are listed under Governance Costs on page 22 of the Accounts.

## RECRUITMENT AND TRAINING OF TRUSTEES

54. **Trustees** Individuals are invited to become a member of the Council by the President, after due consideration by the other Trustees. Trustees originally agreed to serve for a term of 5 years, but this has now been reduced to 3 years. Unless they declare otherwise, all Trustees may serve a further period by agreement.

55. **Training** Trustees and other members of the standing committees are encouraged to identify opportunities to improve their understanding of Charity Governance and Management. Any expenses for training are met by the Association. Opportunities have been identified for 2024 and details forwarded to Trustees.

**REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION  
FOR THE YEAR ENDING 31 DECEMBER 2023**

**DECLARATION**

The Trustees listed above declare that they have approved this their annual report for 2023.

Signature



Full name(s)

**Alan Brown**

Appointment

**President and Honorary Secretary**

Date

28<sup>th</sup> May 2024

## **REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2023**

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES IN RESPECT OF THE ACCOUNTS**

The Trustees are responsible for preparing accounts for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those accounts, the Trustees are required to;

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charity's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

## INDEPENDENT EXAMINER'S REPORT TO THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2023

I report to the charity trustees on my examination of the charity's accounts for the year ended 31 December 2023

### Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under s. 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under s. 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

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



Paul Chamberlain FCA, DChA  
Elm House, Tanshire Park  
Elstead, Godalming  
Surrey GU8 6LB

Dated: 30 May 2024

**THE RAPC REGIMENTAL ASSOCIATION  
FOR THE YEAR ENDING 31 DECEMBER 2023**

**Statement of Financial Activities  
Income and Expenditure Account  
as at 31 December 2023**

|                                           |             | <b>Unrestricted<br/>Funds</b> | <b>Restricted<br/>Funds</b> | <b>Endowment<br/>Funds</b> | <b>Total Funds</b>                   |                                      |
|-------------------------------------------|-------------|-------------------------------|-----------------------------|----------------------------|--------------------------------------|--------------------------------------|
|                                           | <b>Note</b> | <b>£</b>                      | <b>£</b>                    | <b>£</b>                   | <b>Year ended<br/>31.12.23<br/>£</b> | <b>Year ended<br/>31.12.22<br/>£</b> |
| <b>Incoming resources</b>                 |             |                               |                             |                            |                                      |                                      |
| Resources from generated funds            |             |                               |                             |                            |                                      |                                      |
| Voluntary income                          | 2(a)        | 16,390                        | 10,696                      |                            | 27,086                               | 35,879                               |
| Activities for generating funds           | 2(b)        | 758                           |                             |                            | 758                                  | 601                                  |
| Income from investments                   | 2(c)        | 31,239                        | 0                           | 1,770                      | 33,009                               | 41,375                               |
| Income from charitable activities         | 2(d)        | 0                             | 13,550                      |                            | 13,550                               | 16,084                               |
| <b>Total incoming resources</b>           |             | <b>48,387</b>                 | <b>24,246</b>               | <b>1,770</b>               | <b>74,403</b>                        | <b>93,939</b>                        |
| <b>Resources expended</b>                 |             |                               |                             |                            |                                      |                                      |
| Costs of generating funds                 |             |                               |                             |                            |                                      |                                      |
| Membership and Social Activities          | 3(a)        | 12,272                        | 29,940                      |                            | 42,212                               | 35,061                               |
| Remembrance & Benevolent                  | 3(b)        | 5,515                         | 42,603                      |                            | 48,118                               | 18,697                               |
| Welfare Activities                        | 3(c)        | 7,449                         | 0                           | 1,770                      | 9,219                                | 8,749                                |
| Communication Costs                       | 3(d)        | 7,770                         |                             |                            | 7,770                                | 10,642                               |
| Governance and Other Costs                | 3(e)        | 55,968                        |                             |                            | 55,968                               | 59,844                               |
| <b>Total resources expended</b>           |             | <b>88,974</b>                 | <b>72,543</b>               | <b>1,770</b>               | <b>163,287</b>                       | <b>132,993</b>                       |
| <b>Net incoming/ (outgoing) resources</b> |             | <b>(40,587)</b>               | <b>(48,297)</b>             | <b>0</b>                   | <b>(88,884)</b>                      | <b>(39,054)</b>                      |
| <b>Other recognised gains and losses</b>  |             |                               |                             |                            |                                      |                                      |
| Gain/(loss) on investments                |             | 51,997                        | 0                           | 3,552                      | 55,549                               | (83,167)                             |
| <b>Transfer between funds</b>             | <b>8</b>    | <b>(43,500)</b>               | <b>43,500</b>               | <b>0</b>                   | <b>0</b>                             | <b>0</b>                             |
| <b>Net movement of funds</b>              |             | <b>(32,090)</b>               | <b>(4,797)</b>              | <b>3,552</b>               | <b>(33,335)</b>                      | <b>(122,221)</b>                     |
| Balances brought forward                  |             | 1,081,544                     | 9,134                       | 80,464                     | 1,171,142                            | 1,293,363                            |
| <b>Balances carried forward</b>           |             | <b>1,049,454</b>              | <b>4,337</b>                | <b>84,016</b>              | <b>1,137,807</b>                     | <b>1,171,142</b>                     |

All the above amounts relate to continuing activities.

There were no recognised gains or losses other than the net movement of funds for the financial periods shown above.

The notes on pages 20 to 24 form part of these financial statements.

**THE RAPC REGIMENTAL ASSOCIATION  
FOR THE YEAR ENDING 31 DECEMBER 2023**

**Balance sheet  
as at 31 December 2023**

|                                                                    | Notes | 31.12.23         |           | 31.12.22         |           |
|--------------------------------------------------------------------|-------|------------------|-----------|------------------|-----------|
|                                                                    |       | £                | £         | £                | £         |
| <b>Fixed assets</b>                                                |       |                  |           |                  |           |
| Investments                                                        | 4     | <u>1,121,014</u> | 1,121,014 | <u>1,157,465</u> | 1,157,465 |
| <b>Current assets</b>                                              |       |                  |           |                  |           |
| Debtors                                                            | 5     | 650              |           | 221              |           |
| Cash at bank and in hand                                           |       | <u>26,263</u>    |           | <u>16,456</u>    |           |
|                                                                    |       | 26,913           |           | 16,677           |           |
| <b>Creditors: amounts becoming due and payable within one year</b> | 6     | <u>10,120</u>    |           | <u>3,000</u>     |           |
|                                                                    |       | 10,120           |           | 3,000            |           |
| <b>Net current assets</b>                                          |       |                  | 16,793    |                  | 13,677    |
| <b>Total assets</b>                                                |       | <u>1,137,807</u> |           | <u>1,171,142</u> |           |
| <b>Funds</b>                                                       |       |                  |           |                  |           |
| Unrestricted Funds                                                 | 7     | 1,049,454        |           | 1,081,544        |           |
| Restricted                                                         | 8     | 4,337            |           | 9,134            |           |
| Endowment                                                          | 8     | <u>84,016</u>    |           | <u>80,464</u>    |           |
|                                                                    |       | <u>1,137,807</u> |           | <u>1,171,142</u> |           |

The notes on pages 20 to 24 form part of these financial statements.

The financial statements were approved by the Trustees on: *28 May 2024*



R Rosenhead

# **THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2023**

## **Notes to the financial statements as at 31 December 2023**

### **1 a) Accounting convention**

The financial statements have been prepared under the Charities SORP 2005, having regard to the substance of transactions and arrangements in accordance with generally accepted principles or practice.

### **b) Funds**

Unrestricted funds represent the General and Designated funds of the Association that are not subject to any restriction regarding their use and are available for application on the general purposes of the Association.

Restricted funds are those which are subject to a specific restriction as to their use, imposed by the donors.

Endowment funds represents assets which the Association must continue to hold, with the income from those assets available for use by the Association.

### **c) Income**

All incoming resources are included in the statement of financial activities when the charity is entitled to income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated goods and services and facilities are included at the value to the charity where it can be quantified. The value of services provided by volunteers has not been included.

### **d) Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Some items of expenditure include VAT which cannot be recovered, and the VAT is reported as part of the expenditure to which it relates.

Cost of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

### **e) Going concern**

The accounts have been produced on the basis that the Association is considered to be a going concern.

**THE RAPC REGIMENTAL ASSOCIATION  
FOR THE YEAR ENDING 31 DECEMBER 2023**

**Notes to the financial statements  
as at 31 December 2023**

|                                                             | Unrestricted<br>Funds | Restricted<br>Funds | Endowment<br>Funds | Total Funds                    |                                |
|-------------------------------------------------------------|-----------------------|---------------------|--------------------|--------------------------------|--------------------------------|
|                                                             |                       |                     |                    | Year ended<br>31 December 2023 | Year ended<br>31 December 2022 |
| <b>2 Incoming resources</b>                                 | <b>£</b>              | <b>£</b>            | <b>£</b>           | <b>£</b>                       | <b>£</b>                       |
| <b>(a) Voluntary income</b>                                 |                       |                     |                    |                                |                                |
| Membership Income                                           | 50                    |                     |                    | 50                             | 140                            |
| Donations from Members                                      | 13,078                |                     |                    | 13,078                         | 13,844                         |
| Gift Aid Recovered on Donations                             | 3,086                 |                     |                    | 3,086                          | 3,444                          |
| NMA Memorial Donations                                      |                       | 10,696              |                    | 10,696                         | 18,451                         |
| Other income                                                | 176                   |                     |                    | 176                            | 0                              |
|                                                             | <u>16,390</u>         | <u>10,696</u>       | <u>0</u>           | <u>27,086</u>                  | <u>35,879</u>                  |
| <b>(b) Activities for generating funds and Other Income</b> |                       |                     |                    |                                |                                |
| Stock Sales                                                 | 420                   |                     |                    | 420                            | 522                            |
| Return of Grants                                            | 338                   |                     |                    | 338                            | 79                             |
|                                                             | <u>758</u>            | <u>0</u>            | <u>0</u>           | <u>758</u>                     | <u>601</u>                     |
| <b>(c) Income from investments</b>                          |                       |                     |                    |                                |                                |
| Investment income                                           | 31,239                | 0                   | 1,770              | 33,009                         | 41,375                         |
| Bank interest receivable                                    | 0                     |                     |                    | 0                              | 0                              |
|                                                             | <u>31,239</u>         | <u>0</u>            | <u>1,770</u>       | <u>33,009</u>                  | <u>41,375</u>                  |
| <b>(d) Income from charitable activities</b>                |                       |                     |                    |                                |                                |
| NMA Dedication Event Fund                                   |                       | 510                 |                    | 510                            | 1,000                          |
| Officers' Dinner Club                                       |                       | 0                   |                    | 0                              | 50                             |
| Battlefield Tour Fund                                       |                       | 9,070               |                    | 9,070                          | 8,456                          |
| Annual Dinner                                               |                       | 1,030               |                    | 1,030                          | 1,285                          |
| Apprentice College Intake Reunion                           |                       | 2,370               |                    | 2,370                          | 476                            |
| Autumn Function                                             |                       | 570                 |                    | 570                            | 0                              |
| Other Events                                                | 0                     |                     |                    | 0                              | 4,817                          |
|                                                             | <u>0</u>              | <u>13,550</u>       | <u>0</u>           | <u>13,550</u>                  | <u>16,084</u>                  |

# THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2023

Notes to the financial statements  
as at 31 December 2023

|                                                        | Unrestricted<br>Funds | Restricted<br>Funds | Edowment<br>Funds | Total Funds                    |                                |
|--------------------------------------------------------|-----------------------|---------------------|-------------------|--------------------------------|--------------------------------|
|                                                        |                       |                     |                   | Year ended<br>31 December 2023 | Year ended<br>31 December 2022 |
|                                                        | £                     | £                   | £                 | £                              | £                              |
| <b>3 Outgoing resources</b>                            |                       |                     |                   |                                |                                |
| <b>(a) Membership and Social Activities</b>            |                       |                     |                   |                                |                                |
| Grants                                                 | 9,652                 |                     |                   | 9,652                          | 8,093                          |
| Autumn Function                                        |                       | 4,340               |                   | 4,340                          | 3,596                          |
| Summer Party                                           |                       |                     |                   | 0                              | 3,846                          |
| Annual Dinner and Reunion                              |                       | 3,014               |                   | 3,014                          | 3,268                          |
| Battlefield Tour                                       |                       | 10,226              |                   | 10,226                         | 12,144                         |
| RC 134 Reunion                                         |                       |                     |                   | 0                              | 140                            |
| Apprentice Reunions                                    |                       | 3,974               |                   | 3,974                          | 210                            |
| Army/Navy                                              |                       |                     |                   | 0                              | 2,250                          |
| Officer's Dinner Club                                  |                       | 275                 |                   | 275                            | 230                            |
| NMA Dedicated Event                                    |                       | 7,966               |                   | 7,966                          | 1,045                          |
| Brig B Fullerton Memorial                              |                       | 145                 |                   | 145                            | 90                             |
| Trustees Attendance at Branch Events                   |                       |                     |                   | 0                              | 149                            |
| Other Events                                           | 2,620                 |                     |                   | 2,620                          | 0                              |
|                                                        | <u>12,272</u>         | <u>29,940</u>       | <u>0</u>          | <u>42,212</u>                  | <u>35,061</u>                  |
| <b>(b) Remembrance, Commemorative &amp; Benevolent</b> |                       |                     |                   |                                |                                |
| Flowers and Funeral Donations                          | 1,159                 |                     |                   | 1,159                          | 907                            |
| Christmas and Birthday Gifts for In-Pensioners         | 0                     |                     |                   | 0                              | 150                            |
| Field of Remembrance & Remembrance Sunday              | 4,356                 |                     |                   | 4,356                          | 2,840                          |
| Douvres Stone                                          |                       |                     |                   | 0                              | 1,690                          |
| NMA Lion - Memorial                                    |                       | 42,603              |                   | 42,603                         | 13,110                         |
|                                                        | <u>5,515</u>          | <u>42,603</u>       | <u>0</u>          | <u>48,118</u>                  | <u>18,697</u>                  |
| <b>(c) Welfare Activities</b>                          |                       |                     |                   |                                |                                |
| Individual Welfare Grants                              | 7,449                 |                     | 1,770             | 9,219                          | 8,749                          |
|                                                        | <u>7,449</u>          | <u>0</u>            | <u>1,770</u>      | <u>9,219</u>                   | <u>8,749</u>                   |
| <b>(d) Communication Costs</b>                         |                       |                     |                   |                                |                                |
| Primrose and Blue                                      | 5,550                 |                     |                   | 5,550                          | 7,032                          |
| Database                                               | 1,176                 |                     |                   | 1,176                          | 2,033                          |
| Website - RAPC-Association.org.uk                      | 1,044                 |                     |                   | 1,044                          | 311                            |
| Presentation Items                                     |                       |                     |                   | 0                              | 174                            |
| Advertising and Marketing                              |                       |                     |                   | 0                              | 1,092                          |
|                                                        | <u>7,770</u>          | <u>0</u>            | <u>0</u>          | <u>7,770</u>                   | <u>10,642</u>                  |
| <b>(e) Governance and Other Costs</b>                  |                       |                     |                   |                                |                                |
| Insurance                                              | 848                   |                     |                   | 848                            | 1,038                          |
| Conferencing Arrangements                              | 935                   |                     |                   | 935                            | 2,257                          |
| Administration                                         | 42,225                |                     |                   | 42,225                         | 42,225                         |
| Travel Claims                                          | 2,852                 |                     |                   | 2,852                          | 7,863                          |
| Professional Fees                                      | 2,440                 |                     |                   | 2,440                          | 160                            |
| Bank Charges                                           | 19                    |                     |                   | 19                             | 23                             |
| Scanning/Digital Archives                              | 52                    |                     |                   | 52                             | 223                            |
| Stationery                                             |                       |                     |                   | 0                              | 587                            |
| Stock Purchase for Re-sale                             |                       |                     |                   | 0                              | 0                              |
| Storage, Repairs and Other Supplies                    | 712                   |                     |                   | 712                            | 552                            |
| IT Backup and User Licences                            | 1,485                 |                     |                   | 1,485                          | 687                            |
| Other Printing Costs                                   | 0                     |                     |                   | 0                              | 68                             |
| Postage                                                | 1,250                 |                     |                   | 1,250                          | 1,161                          |
| Independent Examiner's Fees                            | 3,150                 |                     |                   | 3,150                          | 3,000                          |
|                                                        | <u>55,968</u>         | <u>0</u>            | <u>0</u>          | <u>55,968</u>                  | <u>59,844</u>                  |

**THE RAPC REGIMENTAL ASSOCIATION  
FOR THE YEAR ENDING 31 DECEMBER 2023**

**Notes to the financial statements  
as at 31 December 2023**

| <b>4 Investments</b>                 | <b>Unrestricted</b> | <b>Endowment</b> | <b>Total</b>     |
|--------------------------------------|---------------------|------------------|------------------|
| Market value at beginning of period  | 1,157,465           |                  | 1,157,465        |
| Transfers                            | -80,464             | 80,464           | 0                |
| Cash Withdrawn                       | -123,239            | -1,770           | (125,009)        |
| Investment income                    | 31,239              | 1,770            | 33,009           |
| Unrealised (loss)/gain in the period | 51,997              | 3,552            | 55,549           |
| Market value at end of period        | <u>1,036,998</u>    | <u>84,016</u>    | <u>1,121,014</u> |

Investments comprising more than 5% of the portfolio were as follows:

|                             |                     | <b>%</b> | <b>£</b>         |
|-----------------------------|---------------------|----------|------------------|
| Sarasin & Partner - RAPC1-5 | <b>Unrestricted</b> | 93%      | 1,036,998        |
| Sarasin & Partner - Endowed | <b>Endowment</b>    | 7%       | 84,016           |
|                             |                     |          | <u>1,121,014</u> |

|                  | <b>2023<br/>£</b> | <b>2022<br/>£</b> |
|------------------|-------------------|-------------------|
| <b>5 Debtors</b> |                   |                   |
| Prepayments      | 633               | 0                 |
| Other debtors    | 17                | 221               |
|                  | <u>650</u>        | <u>221</u>        |
|                  | <b>2023<br/>£</b> | <b>2022<br/>£</b> |

**6 Creditors**

**Amounts becoming due and payable within one year:**

|                              |               |              |
|------------------------------|---------------|--------------|
| Accruals and other creditors | <u>10,120</u> | <u>3,000</u> |
|------------------------------|---------------|--------------|

| <b>7 Analysis of funds</b> | <b>Unrestricted<br/>Funds<br/>£</b> | <b>Restricted<br/>Funds<br/>£</b> | <b>Endowment<br/>Funds</b> | <b>Total<br/>2023<br/>£</b> | <b>Total<br/>2022<br/>£</b> |
|----------------------------|-------------------------------------|-----------------------------------|----------------------------|-----------------------------|-----------------------------|
| Investments                | 1,036,998                           | 0                                 | 84,016                     | 1,121,014                   | 1,157,465                   |
| Current assets             | 22,576                              | 4,337                             |                            | 26,913                      | 16,677                      |
| Total liabilities          | (10,120)                            |                                   |                            | (10,120)                    | (3,000)                     |
|                            | <u>1,049,454</u>                    | <u>4,337</u>                      | <u>84,016</u>              | <u>1,137,807</u>            | <u>1,171,142</u>            |

# THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2023

## Notes to the financial statements as at 31 December 2023

### 8 Restricted funds

|                               | At<br>1 January<br>2023 | Incoming<br>resources | Outgoing<br>resources | Transfers<br>from/(to)<br>Unrestricted | At<br>31 December<br>2023 |
|-------------------------------|-------------------------|-----------------------|-----------------------|----------------------------------------|---------------------------|
|                               | £                       | £                     | £                     | £                                      | £                         |
| Officers' Dinner Club         | 1,450                   | 0                     | (275)                 | (100)                                  | 1,075                     |
| Battlefield Tour              | 0                       | 9,070                 | (10,226)              | 2,400                                  | 1,244                     |
| Annual Dinner                 | 625                     | 1,030                 | (3,014)               | 1,540                                  | 181                       |
| Brig B Fullerton Memorial     | 1,287                   |                       | (145)                 |                                        | 1,142                     |
| NMA Memorial Fund (see below) | 5,341                   | 10,696                | (42,603)              | 26,566                                 | 0                         |
| NMA Dedication Event          | (45)                    | 510                   | (7,966)               | 7,501                                  | 0                         |
| Apprentice College Reunion    | 476                     | 2,370                 | (3,974)               | 1,823                                  | 695                       |
| Autumn Function               | 0                       | 570                   | (4,340)               | 3,770                                  | 0                         |
|                               | <u>9,134</u>            | <u>24,246</u>         | <u>(72,543)</u>       | <u>43,500</u>                          | <u>4,337</u>              |

### Endowment funds

|                      |               |              |                |  |               |
|----------------------|---------------|--------------|----------------|--|---------------|
| RAPC Charitable Fund | <u>80,464</u> | <u>5,322</u> | <u>(1,770)</u> |  | <u>84,016</u> |
|----------------------|---------------|--------------|----------------|--|---------------|

### National Memorial Arboretum Memorial Fund

|                                     |   |       |
|-------------------------------------|---|-------|
|                                     | £ | £     |
| Fund brought forward 1 January 2023 |   | 5,341 |

|                      |              |          |
|----------------------|--------------|----------|
| <b>Income</b>        |              |          |
| Donations            | 4,790        |          |
| Gift Aid             | 844          |          |
| Miniature Lion Sales | 2,740        |          |
| VAT Refund           | <u>2,322</u> |          |
|                      |              | 10,696   |
| <b>Expenditure</b>   |              |          |
| Base                 | (10,080)     |          |
| Lion                 | (17,000)     |          |
| Application & main   | (12,824)     |          |
| Travel               | (207)        |          |
| Miniature Lion cost  | (2,382)      |          |
| Other                | <u>(110)</u> |          |
|                      |              | (42,603) |

|                             |        |
|-----------------------------|--------|
| Transfer from General Funds | 26,566 |
|-----------------------------|--------|

|                                       |          |
|---------------------------------------|----------|
| Fund carried forward 31 December 2023 | <u>0</u> |
|---------------------------------------|----------|

### RAPC Charitable Fund

|                                       |              |               |
|---------------------------------------|--------------|---------------|
|                                       | £            | £             |
| Fund brought forward 1 January 2023   |              | 80,464        |
| Investment income                     |              | 1,770         |
| Welfare expenditure                   | (1,770)      |               |
| Unrealised gain/(loss) on investments | <u>3,552</u> |               |
|                                       |              | 1,782         |
| Fund carried forward 31 December 2023 |              | <u>84,016</u> |

### 9 Controlling interest

The trustees consider no entity to have a controlling interest in the charity.

The Royal Army Pay Corps Regimental Association was first registered as a charity on 5 December 1975.

**CHARITIES IN CONNECTION WITH ROYAL ARMY PAY CORPS**

England & Wales - Charity number 270477

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# Accounts

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Registered Charity Number 270477

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDING 31 DECEMBER 2022**  
**FOR THE ROYAL ARMY PAY CORPS REGIMENTAL ASSOCIATION**

Royal Army Pay Corps Regimental Association  
Financial Statements for the year ended 31 December 2022

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**INDEPENDENT EXAMINER**

Paul Chamberlain  
Chamberlains Chartered Accountants  
Elm House, Tanshire Park  
Shackleford Road  
Elstead, Godalming  
Surrey, GU8 6LB

# REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2022

## INTRODUCTION

1. The Trustees submit this their 75<sup>th</sup> report and financial statements for the Royal Army Pay Corps (RAPC) Regimental Association for the year ending 31 December 2022. The Association Board of Trustees set the strategy and operating parameters for all activities including the policies for the making of grants, investments and reserves. The day-to-day routine administration is delegated to the 3 Committee Chairmen (Finance, Membership and Welfare) supported by the Association Administrator who is supervised by the Association's Honorary Secretary.

## OBJECTS

2. The objects of the RAPC Regimental Association, as laid down in the Rules, are:
  - a. To promote the efficiency of the Army by:
    - (1) Maintaining contact between former members of the former Royal Army Pay Corps (the former Corps) and former or serving members of the Adjutant General's Corps (Staff and Personnel Support Branch) (the Branch); fostering mutual friendship between them and providing for social gatherings for them; and
    - (2) Fostering esprit de corps, comradeship and the welfare of the Branch and preserving its traditions and those of the former Corps.
  - b. To relieve either generally or individually members of the Association, former members of the former Corps and former and serving members of the Branch and their dependants, who are in conditions of need, hardship or distress.

## GOVERNANCE

3. The Association is a General Charity with a registered number of 270477. The Accounts are shown on pages 16 to 22 of this report. The address for communications is:

RAPC Regimental Association  
c/o 47 St James Road  
Southampton  
SO15 5FD

Email address: [administrator@rapc-association.org.uk](mailto:administrator@rapc-association.org.uk)

4. **The Rules** The constitution, organisational structure, objects and the methods by which they are attained are as laid down in the Rules which also act as the Charity's governing document. The Trustees passed a resolution to approve a number of administrative amendments to the rules at their meeting on 28 October 2022 and these were subsequently forwarded to the Charity Commission. The revised rules were made available to our members on our Association website or electronic or hard copies can be requested from the Administrator.

## PUBLIC BENEFIT

5. The RAPC Association continues to promote social events and provide welfare support to those members in need.

## REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2022

### RISK MANAGEMENT

6. The Association seeks to mitigate operational risks through the maintenance of a risk register and the creation of appropriate risk management policies. The Finance Committee is responsible for the maintenance of the risk register and related risk management policy.

### SCOPE OF ACTIVITIES

7. The activities carried out in support of the objects, as laid down in the rules, are:
  - a. To accept funds in the form of subscriptions, donations, bequests or gifts of money or other property by means of appeals, public or otherwise.
  - b. To apply any assets so obtained in defraying the working expenses of the Association and in creating a capital fund to be applied, with the income, in furtherance of the objects of the Association.
  - c. To receive and administer any funds, donations, bequests or other gifts, now or in the future, whether by way of permanent endowment or otherwise, for charitable purposes connected with, or calculated to further, the objects of the Association.
  - d. To assist or benefit beneficiaries by way of grant, loan, or other suitable means.
  - e. To make grants to any military or civilian charity, or charitable fund or charitable institution existing or hereafter established which, in the opinion of the Council of the Association, directly or indirectly benefits the persons referred to in Paragraph 2 above.
  - f. To maintain a central office and channel of communication for, and between, all past members of the former Corps and Branch.
  - g. To print, publish, issue and circulate any journals, magazines, newspapers, pamphlets or other publications for the information, advantage and benefit of members in connection with the objects of the Association.

### WELFARE SUPPORT

8. **Welfare Committee** The Committee membership is now at nine (9) including the Chair and reflects an excellent cross-section by rank and military experience.
9. **Welfare Caseload** The introduction of the new 'Mosaic' case management system (CMS) has slowed the pipeline for case circulation, meaning that most cases are dealt with out-of-committee. This reporting year there has been an uplift in both the number of cases and the level of dispersed financial support; this is to be expected following a year dominated by Covid. It is also noted that financial provision is still significantly below yearly average trends (pre-Covid) and at half of the budget estimate at the outset of the reporting period.

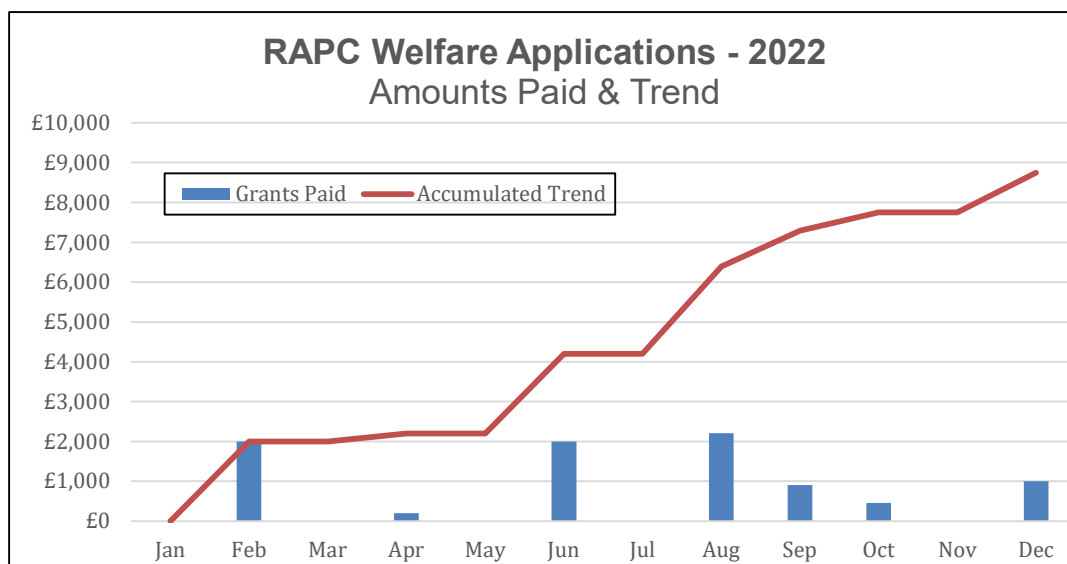
## REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2022

10. **Grants** Grants made by the Association have been categorised according to the costliest element of the application.

| Category                                            | 2021 Cases supported | 2022 Cases supported | 2021 Welfare Grants | 2022 Welfare Grants |
|-----------------------------------------------------|----------------------|----------------------|---------------------|---------------------|
| EPV's, Wheelchairs, Stair lifts                     | 1                    | 2                    | £1000.00            | £1060.00            |
| Clothing/Food Vouchers                              | 0                    | 1                    |                     | £300.00             |
| Funerals/Memorials                                  | 1                    | 2                    | £930.00             | £2,000.00           |
| Heating, Home Repairs, Carpets, Painting            | 1                    | 0                    | £400.00             |                     |
| Home Adaptation                                     | 0                    | 1                    |                     | £1,000.00           |
| Homewares, white/brown goods etc.                   | 1                    | 4                    | £261.84             | £2,488.95           |
| Nursing Home Fees or Annuities                      | 1                    |                      | £1100.00            |                     |
| Other                                               | 0                    | 2                    |                     | £1,150.00           |
| Riser-Recliners/Profiling Beds/Specialist Furniture | 2                    | 1                    | £2287.00            | £750.00             |
| <b>Total</b>                                        | <b>7</b>             | <b>13</b>            | <b>£5978.84</b>     | <b>£8,748.95</b>    |

Table 1 – Comparison of Welfare Grants 2022 with the Previous Year

11. **Referrals and Unsuccessful Applications** In a normal year the Association would seek assistance from other charities, specifically the Army Benevolent Fund (ABF), The Soldiers Charity and Poppy Scotland. Although the caseload is increasing, only one application has been forwarded to the ABF in 2022 and that request was declined. Two further cases received no grant because the welfare or financial need had not been demonstrated.
12. **Analysis and Trend** To understand the level of Welfare payments, and the general flow of applications, Graph 1 provides a summary of all payments made during 2022 by month and on an accumulating basis.



Graph 1 – 2022 Summary of Welfare Grants Paid by Month and Value

## REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2022

13. The headline points are:
  - a. This year saw 16 applications for assistance compared to only 9 in 2021.
  - b. Individual grants remain at a relatively low level in monetary terms, individual support ranging from £60 to £1,000.
  - c. The age range of applicants is from 55 to 86 and the average age of an applicant this year is 68.5 years, a reduction over previous periods.
14. **Challenges** The pandemic continues to have an impact on the number of cases coming forward from SSAFA and the RBL as there is possibly a considerable backlog of Occupational Therapist (OT) appointments which need to take place prior to the RBL completing their casework and passing it the RAPC. Whilst the new CMS provides greater visibility of all the parties who may be able to assist an applicant (which should reduce the draw on Association support), anecdotally there is resistance amongst some caseworkers to using the CMS, and SSAFA has recently changed its structure which will answer telephones at remote call centres. It is therefore assessed that the current flow of applications for support is not truly reflective of demand and that looking forward, we expect to see an increase in caseload due to a combination of the Veteran community becoming more familiar with the new processes for applications and organisations increasing confidence and familiarity with the CMS.
15. **Summary** The ongoing cost of living crisis will impact on the most vulnerable of our membership, most notably utility and heating charges as they forecast to rise dramatically over the next calendar year. Combined with increased familiarisation with new systems and processes for both our veteran community and support organisations, applications are expected to increase in number significantly; the volume of applications has now already returned to 2019 levels.

## MEMBERSHIP, COMMUNICATION, HERITAGE, FELLOWSHIP AND IN MEMORIA

### Membership

16. **Members** Members are the very lifeblood of the Association; without them we cease to exist as a charitable organisation. Our own database contains at least partial personal, service and address details for 6,920 members who we believe are still alive, which is down from 6,967 at the start of the last annual reporting period. This reduction is a balance between reported deaths (70), new members (11) and hard work by those improving the data accuracy of our records. However, of the 6920, only 3076 have postal addresses and of those only 1831 have email addresses. A further 83 have only an email address on file.
17. **Data Cleansing** We have a continuous effort on data cleansing but given the large number of life members of the Association we assume are still alive but have lost touch with, the Trustees have authorised some further work over the next few years to not only improve the data we do hold but also track down some of the data that is currently missing. This will take time but it is vital work to improve the accuracy of our membership records.
18. **Data Protection (General Data Protection Regulation)** The Association is registered with the Office of the Information Commissioner. As a result of our continued efforts to gain proactive consent from members for the storage and usage of their email addresses, the Association has now received consent from 1,880 members – up from 1,866 at the end of 2021. Again, given that many who may previously have provided consent have now died, progress is still being made.

## REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2022

19. The Association's Data Protection Policy has been formally reviewed. As part of the review it was checked that personal data fields within the system remain adequate, relevant and limited to what is necessary in relation to the purposes of fellowship and welfare.

### Communication

20. **Magazine** The Association produced and distributed its annual magazine - Primrose & Blue. Despite our best efforts to get as many members as possible to have an electronic copy, over 2000 members still elect for a hard copy. This year, the Royal Mail strike action had an impact on delivery, with some recipients in the UK waiting for 3 weeks or more until their copy arrived. Costs for printing were higher because each of the 2,253 hard copies produced also included an appeal to donate to the NMA Memorial and an invitation to apply for tickets to the 2023 annual dinner. The number of members who have elected to receive the Primrose & Blue by email is 896, slightly up from 887 for the previous edition.
21. **Marketing** The Association has advertised in the RBL Magazine for England which generated 6 enquiries for membership, the RBL Magazine in Scotland, and a commemorative journal for the 40<sup>th</sup> Anniversary of Op Corporate. Additionally one roller banner has also been purchased on behalf of the Chester & North Wales Branch.
22. **Website** The members' website has been significantly updated. Our new webmaster has brought all of the information up to date and created a new structure that allows for a more dynamic use of the website for swifter reporting of news and the passage of essential information. It also now contains up to date reference material and contact information for all of our services including those regional fellowship events and, our latest project, the RAPC permanent memorial at the NMA Alrewas.

### Heritage

23. **Winchester** The Association maintains strong links with the AGC Museum, where all the RAPC historical collection is stored, preserved and displayed, and Worthy Down which was the RAPC's final regimental home. The Association have supported projects to preserve, and promote, our heritage at both and are currently involve in developing display boards for a heritage trail at Worthy Down to share our history with the young AGC officers and soldiers going through basic and trade training.
24. **Douvres la Délivrande** The Association has, with determined membership effort and enormous help from the local French community, placed a permanent memorial at Douvres la Délivrande in France celebrating the WW2 achievements of the RAPC.
25. **NMA Alrewas** The Association took the decision to erect a permanent memorial to the RAPC at the NMA Alrewas. This will allow members and families to have somewhere to remember the Corps in which they or their relative served long after the Association ceases to exist. The monument has been commissioned, the work has commenced and the Council of Trustees has:
  - a. Appointed a Trustee to oversee the project and manage the budget.
  - b. Launched an internal membership fundraising campaign

## REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2022

- c. Selected a date for the unveiling ceremony of 14 June 23, with a short celebratory service and high tea for those members able to attend.

### Fellowship

- 26. **National Events** This year the Association has delivered 3 centrally organised national events:
  - a. **Annual Reunion Dinner** The Annual Dinner was held on 22 April 2022 after a 2-year COVID hiatus. 76 members attended.
  - b. **Summer Party** The very final RAPC Association Summer Garden Party was held at the Officers' Mess, Worthy Down on 12 June 2022. 68 members / wives / partners / guests attended.
  - c. **Remembrance** London Branch organised the Act of Remembrance on Saturday 12 November 2022 which members of the wider RAPC family and widows were invited. 40 members/widows/families/guests elected to attend.
- 27. **Battlefield Tour** A very successful Battlefield Tour based around the theme of Operation Overlord took place in June 2022, as a part of which the Douvres stone (para 24) was unveiled. 28 members/wives/partners attended.
- 28. **Golf** The RAPC Golf Society has so far enabled 106 members to attend social golf events, and a further 35 players were involved in representative fixtures.
- 29. **Reunions** This year we have had the 60<sup>th</sup> anniversary reunion of the Apprentice School (17 members) and the reunion of 134 Recruit Course (14 members/wives/partners).
- 30. **Branches** The Association continues to support a regional branch network of 16 active branches and one nationwide branch specifically for former Apprentices. The Fide et Fiducia Dining Club also collects monthly subscriptions and holds events in Scotland. Branches are actively encouraged to organise fellowship events that the Association will subsidise. One branch RAPCOB Hull had to close but the members can still take advantage of a nearby York branch if they wish to do so.
- 31. **Branch Events** Our Branch Chairs have worked tirelessly to encourage a return to a post-COVID normality of fellowship events for our members – some areas have blossomed and others have struggled through no fault of their own. Despite the gloom, our Branch Chairs have delivered 29 successful events this year attended by a total of 489 eligible people with grants from the Association totalling £4,260.36.
- 32. **Grants** The table overleaf shows the number of members who have benefitted from regional fellowship events, the number of events delivered and the grants made by the Association. In some areas it has proved more difficult to secure venues for events and hence the additional costs whereas Winchester has not only secured venues at no cost but has also found affordable menus that require no subsidy from the Association.

**REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION  
FOR THE YEAR ENDING 31 DECEMBER 2022**

|                                    | 2021       |             |             |                         | 2022       |             |             |                  |
|------------------------------------|------------|-------------|-------------|-------------------------|------------|-------------|-------------|------------------|
| Branch                             | Att        | Events Held | Grants Made | Total Grants            | Att        | Events Held | Grants Made | Total Grants     |
| Apprentices                        | 54         | 1           | 2           | £3,350.00 <sup>12</sup> | 44         | 1           | 1           | £100.00          |
| Cardiff and S Wales                | 34         | 2           | 0           | - <sup>3</sup>          | 37         | 2           | 1           | £1,100           |
| Fide et Fiducia Dining Club        | 22         | 1           | 1           | £240.00                 | 10         | 1           | 1           | £150.00          |
| Gloucester                         | 38         | 2           | 2           | £403.50                 | 16         | 1           | 1           | £272.00          |
| Kent                               | 20         | 2           | 2           | £115.00                 | 29         | 3           | 3           | £250.00          |
| London                             | 51         | 3           | 2           | £280.43                 | 63         | 3           | 3           | £99.55           |
| North Wales and Chester            | -          | -           | -           | -                       | 17         | 1           | 0           | £0.00            |
| Peterborough                       | -          | -           | -           | -                       | 11         | 1           | 1           | £141.30          |
| RAPCOB Hull                        | 15         | 1           | 1           | £90.00                  |            |             |             |                  |
| RAPCOB Tyne and Wear               | 19         | 1           | 1           | £100.00                 | 45         | 3           | 2           | £100.00          |
| Salisbury                          | 76         | 2           | 2           | £800.00                 | 57         | 2           | 1           | £600.00          |
| Scotland (Central Belt & Lowlands) | -          | -           | -           | -                       | -          | -           | -           | -                |
| Scotland (Highlands & Islands)     | 6          | 1           | 1           | £25.00                  | 3          | 1           | 1           | £24.00           |
| South Coast                        | 26         | 2           | 2           | £221.92                 | 26         | 4           | 4           | £191.95          |
| Taunton                            | 26         | 1           | 1           | £450.00                 | 12         | 1           | 1           | £180.03          |
| Tees Valley                        | 8          | 2           | 0           | £0.00                   | -          | -           | -           | -                |
| Winchester                         | 16         | 1           | 0           | £0.00                   | 103        | 4           | 0           | £0.00            |
| York                               | 32         | 2           | 2           | £486.85                 | 16         | 1           | 1           | £164.90          |
| <b>TOTALS</b>                      | <b>443</b> | <b>25</b>   | <b>19</b>   | <b>£6,562.70</b>        | <b>489</b> | <b>29</b>   | <b>21</b>   | <b>£4,260.36</b> |

Table 2 – Comparison of Branch events: 2022 with the Previous Year

<sup>1</sup>

<sup>2</sup> The Apprentice Branch was advanced £1,400 in respect of a deposit for the annual “Dan Graham Trophy” event which took place in 2022

<sup>3</sup> Cardiff & South Wales routinely requests – and receives – its budgeted subsidy in February to facilitate payment of deposits.

## REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2022

### In Memoria

33. This year there were 70 reported deaths of RAPC veterans, the Association not only sends condolence cards but also offers support and, where requested, the regimental standard and/or flowers for funerals. Sadly, and far too often, we hear about the death after the funeral has taken place, but this year the Association has sent flowers to the funerals of 14 members.
34. Each year bereaved families are invited to join us at our service at the Field of Remembrance outside Westminster Abbey. This year 13 families accepted the offer and attended both the service and the warm welcome and curry in the Sergeants' Mess afterwards.

### Summary

35. The membership spend this year remains less than we budgeted for but given the current global and UK specific financial and social issues, this is unsurprising. Our volunteer force have done an amazing job to attract so many members to their events given the current situation.

## FINANCE

### Annual Accounts

36. The annual accounts for the year 2022 are at pages 16 to 22
37. **Summary** The General Fund showed an operational excess of expenditure over income of £38,885, excluding transactions related to the NMA memorial. The reduction in the market value of the investment portfolio of £83,167 gives a total value of the General Fund of £1,161,963 compared to £1,288,573 in 2021.
38. **Policy on Reserves** The policy on reserves is to hold sufficient funds to meet the Association's objectives. Drawdowns from the investments are made periodically to provide funds to enable the Association to meet its obligations.
39. **Investments** Management of the Association's investments was tendered during the year and Council decided to move from Blackrock Investment to Sarasin & Partners, with the transfer of funds taking place on 29 December.
40. **Value Added Tax (VAT)** As the total value of taxable supplies during the period was below the HMRC threshold throughout the period, the Association was not registered for VAT.
41. **The RAPC Charitable Fund** This was a separate charity registered with the Charity Commissioners that, with the approval of the Commissioners, is maintained within the accounts of the Association. The capital of the RAPC Charitable Fund, shown at page 22, is permanently endowed and the income is only to be used for welfare activities. It is therefore considered to be a restricted fund.

## REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2022

### The Association's Bankers

42. Throughout the period, the Association operated current accounts with Lloyds and NatWest banks. They are covered by the provisions of the Financial Services Compensation Scheme and balances held were below the compensation limit of £85,000.

### Independent Examination of the Accounts

43. The accounts are independently examined by Chamberlains Accountancy, Elm House, Tanshire Park, Shackleford Road, Elstead, Godalming, Surrey GU6 6LB

### Income

44. **Main Source of Income** The Association's main sources of income are: distributions from investments; donations from members; and Gift Aid claimed on donations. Total income was £93,939, an increase from £64,363 in 2021, largely due to more restricted income for projects such as the NMA Memorial (see below). Other variations are follows:
- a. **Investment Income** There was a small increase in investment income to £41,374 compared with £38,166 in 2021
  - b. **Donations from Members** With no substantial one-off donations to report and a reduction in membership numbers, donations fell to £13,844 from £20,436 in 2021.
  - c. **Gift Aid** The reduction in gift aid to £3,444 from £4,756 in 2021 is linked to the lower donations noted above.
45. **Withdrawal from Investments** As noted at paragraph 38 withdrawals are made from investments and the sum of £40,000 was withdrawn during the year, compared with £30,000 in 2021.

### Expenditure

46. **Welfare Activities** COVID restrictions have continued to impact on welfare activities, as shown in the welfare section of this report, resulting in expenditure of £8,749 up from £5,979.
47. **Membership & Social Activities** Although there have been more activities than last year COVID has impacted on membership and social activities, as detailed in the membership section of this report, with expenditure of £18,284, down from £20,585 in 2021.
48. **Marketing and Communication Costs**
- a. **Primrose and Blue** The main cost was the design, printing and postage of Primrose and Blue at £7,032, up from £5,270 in 2021. The increased cost was related to the inclusion of the fundraising appeal for the NMA memorial, and an invitation to the Annual Dinner in 2023, plus the increased postal charges for franked mail.
  - b. **Other Marketing/Advertising** One roller banner was purchased for the North Wales/Chester Branch of the Association and adverts were placed in the Royal British Legion (Scotland) magazine in February and the Falklands War 40<sup>th</sup> Anniversary Commemorative publication. Total costs were £1,092, almost exactly the same as in 2021.

## REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2022

- c. **Database/Website** An increase in database costs was partially offset by reduced website expenditure. Total expenditure in this category was £2,343 up from £1,105 in 2021.

### 49. **Remembrance, Commemorative and Benevolence**

- a. **Remembrance** The social aspect of gathering at the Field of Remembrance, similar events around the country and mass veteran participation in the Cenotaph March Past on Remembrance Sunday were unrestricted for the first time since the pandemic. Taunton and York Branches did not go ahead with their regular Remembrance events, however the London Branch Act of Remembrance followed by High Tea in Wellington Barracks did take place and the Association also purchased several RAPC badged wreaths from the RBL Poppy Appeal and the Lady Haig Poppy Factory, which were laid at ceremonies across the country. Total expenditure on remembrance activities was £2,840, up from £1,902 in 2021.
- b. **Memorials**
  - (1) **Douvres Stone** Council approved expenditure of £1,690 on a memorial to be installed at the Musée du Radar 1944 in Douvres la Délivrande, which had served as the cash store of No 3 Forward (Base) Cash Office, during the Battle of Normandy.
  - (2) **National Memorial Arboretum Project** Following the decision to commit funds to the construction of a permanent memorial to the Royal Army Pay Corps at the National Memorial Arboretum, Trustees launched an appeal to raise funds from the membership. A designated fund has been opened and a summary of income and expenditure related to the memorial project can be seen on page 22 of the accounts.
- c. **Flowers and Donations In-Memoriam** During the period the Association continued to show support for families of departed servicemen by the provision of appropriate flower arrangements in the regimental colours, or a donation of £20 in accordance with family wishes. Total expenditure in this category was £907, up from £766 in 2021. In line with Charity Commission guidance, Council directed that no further monies were to be paid to other charities.
- d. **Christmas Gifts** The Association provided gifts of £25 totalling £150 to the Association's six in-pensioners at the Royal Hospital, Chelsea, which is up from £75 in 2021.

### 50. **Administration**

- a. **Scanning** Various editions of the Association Newsletter and Primrose & Blue were digitised for uploading to the website at a cost of £223 compared with £0 in 2021. This cost is included in the "Governance and Other Costs" section on page 20.
- b. **Postage** Expenditure increased slightly to £1,161 from £1,036 in-2021.
- c. **Insurance** The cost of the Association's insurance policy was £1,038, slightly up from £1,037 in 2021.
- d. **Presentation Items** During the period, four RAPC plaques were presented. The cost of these items was £174, down from £609 in 2021.

## REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2022

- e. **IT, Backup and User Licences** The Association uses a cloud-based storage facility and daily back-up of important documentation. The Association also pays for a user and tech support licence for the Paxton Charity Accounting package. The total cost of these services during the period was £687, up from £628 in 2021.
- f. **Archive, Storage and Other Supplies** The Association meets the cost of storing some of its heritage information at a location where it can be easily accessed by the Administrator. This year, £552.24 was expended, up from £562.43 in 2021.
- g. **Stationery** The Association purchased 300 sympathy cards and 170 Christmas cards at a total cost of £587, up from £86 in 2021.
- h. **Ad-Hoc Printing and Graphic Design** The total cost in 2022 was £68, down from £2,041.
- i. **Professional Services** In addition to the statutory requirement to register with the Information Commissioner's Office (see para. 19) the Association required the services of a Notary Public to verify certain papers related to the D'Arcy VC and anti-money laundering regulations for the new investment managers. The total cost was £160 compared with £40 in 2021.

### 51. **Governance and Other**

- a. **Meetings** Conferencing facilities were provided for the following meetings: new investment manager presentations, three Council of Trustees, two Executive Committee, two of the Membership Committee and one Welfare Committee-during the period. One invoice for an Executive Committee meeting held in December 2021 was also paid during the year. These costs totalled £2,257, up from £699 in 2021.
- b. **Consultant Administrator** The Association uses a consultant to deliver administrative support; the fee was £42,225, which was the same as in 2021.
- c. **Travel Claims** The Trustees and volunteer committee members are reimbursed for travel costs incurred through their attendance at meetings and other events related the Association's activities. Excluding those claims related to the NMA memorial project which are shown separately on page 22, these costs totalled £7,863, up from £3,130 refunded in 2021.

# REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2022

## MANAGEMENT

52. **The Trustees (The Council)** The appointed officers and other members of the Council during the report period were:

|                                            |                                   |
|--------------------------------------------|-----------------------------------|
| Colonel A Brown                            | President                         |
| Lieutenant Colonel EJ Dawson FCMA CGMA     | President resigned March 2022     |
| Lieutenant Colonel RA Rosenhead MBE FCG    | Hon Treasurer                     |
| Colonel N Dransfield                       | Hon Secretary resigned March 2022 |
| Vacant                                     | Hon Secretary                     |
| Lieutenant Colonel A McTaggart FCMA, CGMA  | Chair Welfare                     |
| Colonel AJ Ward                            | Chair Membership                  |
| Mr RA Bonwick                              |                                   |
| Lieutenant Colonel MJR Cotton MBE          |                                   |
| Captain PN Hawkins AGC(SPS)                |                                   |
| Mr PA Lloyd                                |                                   |
| Mr RJ McBlain ACMA                         |                                   |
| Major PM O'Callaghan                       |                                   |
| Lieutenant Colonel I Pendlebery            |                                   |
| WO1 (SSM) SW Roden AGC(SPS)                |                                   |
| Lieutenant Colonel RT Ward ACMA            |                                   |
| Colonel VJ Whiting ADC (Corps Colonel AGC) | ex-Officio                        |

53. **Standing Committees** The rules of the RAPC Regimental Association provide for the creation of 3 standing committees responsible to the Council for the management of the charities' affairs and the attainment of the objects. The Council has appointed at least one Trustee to each committee to act as Chairman of that committee and be responsible for reporting its proceedings to the Council. The standing Committees of the RAPC Regimental Association, their membership and responsibilities are covered in the following paragraphs.

54. **Finance Committee** The purpose of the Finance Committee is: to recommend the investment policy to be followed by the Council; to monitor the performance of funds invested on behalf of the Association; oversight of the Association accounts; to create and maintain standard financial operating procedures; to maintain a risk register; to assist the Administrator in the execution of his duties; to appoint an independent examiner of the accounts. The Finance Committee comprises:

Lieutenant Colonel RA Rosenhead MBE FCG (Chairman & Treasurer)  
Mr RJ McBlain ACMA  
Major PM O'Callaghan  
Lieutenant Colonel RT Ward ACMA  
Lieutenant Colonel CG Head FCMA (co-opted) – retired 3 April 2022

## REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2022

55. **Welfare Committee** The purpose of the Welfare Committee is to consider and action all requests for welfare assistance received by the Association; to oversee all benevolent activities carried out by the Association, including the maintenance of RAPC links with other benevolent institutions such as the Royal Hospital, Chelsea. The Welfare Committee has a wide range of experience and although on first appearance it would seem to have mostly officers, a large majority of these had full careers as soldiers before being commissioned. The Welfare Committee comprises:

Lieutenant Colonel AM McTaggart FCMA, CGMA  
Lieutenant Colonel MJR Cotton MBE  
Lieutenant Colonel SM Gleed  
Captain PN Hawkins  
Captain SA Innes - resigned 18 February 2022  
Major SJP James,  
Colonel DB McCulloch  
Mr DC McKirdy  
WO1 SW Roden  
Mr JH Sale

56. **Membership Committee** The Membership Committee is responsible for the efficiency of membership services, communication and social activities. It comprises:

Colonel A J Ward  
Mr RA Bonwick (Vice-Chair of the Committee and Chair of North Wales / Chester Branch)

And the following Branch Chairmen:

Mr DJ Page (South Coast)  
Mr SJ Jervis (Taunton)  
Mr DJ Cole (Cardiff & S. Wales)  
Captain T Edgar (York)  
Mr B Atkinson (RAPC Old Boys Tyne & Wear)  
Captain W Forsyth (Scotland)  
Mr C Martin (Fide et Fiducia Dining Club)  
Lieutenant Colonel MJA Lemon (Kent)  
Mr RL Vaughan (London)  
Mr D Grundy (Peterborough) – Retires 31 Dec 22  
Lieutenant Colonel AR Fairclough (Apprentices)  
Mr D Dyson (Tees Valley)  
Lieutenant Colonel GJ Charge (Scotland - Highlands & Islands)  
Mr D Evans (Gloucester)  
Maj WA Forsyth (Worthy Down/Winchester)

Sports Representative:

Lieutenant Colonel I Pendlebery (Golf)

Website & IT:

Major PF Bamforth

**REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION  
FOR THE YEAR ENDING 31 DECEMBER 2022**

**ADMINISTRATOR**

57. **Administrative Arrangements** Administrative support to the Council of Trustees and all standing committee meetings is provided by a consultant Administrator - Mr Jeremy W Drake – who is retained in order to provide the support required by the Association in order to attain its Objects. The fees paid to the Administrator are listed under Governance Costs on page 21 of the Accounts.

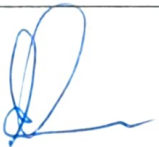
**RECRUITMENT AND TRAINING OF TRUSTEES**

58. **Trustees** Individuals are invited to become a member of the Council by the President, after due consideration by the other Trustees. Trustees originally agreed to serve for a term of 5 years, but this has now been reduced to 3 years. Unless they declare otherwise, all Trustees may serve a further period by agreement. During the period, Lieutenant Colonel Alan McTaggart accepted an invitation to become a Trustee. Two further nominations are in hand.
59. **Training** Trustees and other members of the standing committees are encouraged to identify opportunities to improve their understanding of Charity Governance and Management. Any expenses for training are met by the Association. Although limited by restrictions related to the pandemic, opportunities have been identified for 2023 and details forwarded to interested Trustees.

**DECLARATION**

The Trustees listed above declare that they have approved this their annual report.

Signature



Full name(s)

**Alan Brown**

Appointment

**President and Honorary Secretary**

Date

27<sup>x</sup>/23.

## **REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2022**

### **STATEMENT OF TRUSTEES' RESPONSIBILITIES IN RESPECT OF THE ACCOUNTS**

The Trustees are responsible for preparing accounts for each financial year, which give a true and fair view of the state of affairs of the charity and of the income and expenditure of the charity for that period. In preparing those accounts, the Trustees are required to;

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP
- Make judgements and estimates that are reasonable and prudent
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements
- Prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue

The trustees are responsible for keeping sufficient accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information of which the charity's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

The trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

# **INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE ROYAL ARMY PAY CORPS REGIMENTAL ASSOCIATION FOR THE YEAR ENDED 31 DECEMBER 2022**

I report to the charity trustees on my examination of the charity's accounts for the year ended 31 December 2022

## **Responsibilities and basis of report**

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under s. 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under s. 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

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

Paul Chamberlain FCA, DChA  
Elm House, Tanshire Park  
Elstead, Godalming  
Surrey GU8 6LB

..... 2023

**THE ROYAL ARMY PAY CORPS REGIMENTAL ASSOCIATION –  
YEAR ENDED 31 DECEMBER 2022**

**Statement of Financial Activities  
(Income and Expenditure Account)  
for the year ended 31 December 2022**

|                                           |             | <b>Unrestricted<br/>Funds</b> | <b>Restricted<br/>Funds</b> | <b>Total Funds</b>                   |                                      |
|-------------------------------------------|-------------|-------------------------------|-----------------------------|--------------------------------------|--------------------------------------|
|                                           | <b>Note</b> | <b>£</b>                      | <b>£</b>                    | <b>Year ended<br/>31.12.22<br/>£</b> | <b>Year ended<br/>31.12.21<br/>£</b> |
| <b>Incoming resources</b>                 |             |                               |                             |                                      |                                      |
| Resources from generated funds            |             |                               |                             |                                      |                                      |
| Voluntary income                          | 2(a)        | 17,428                        | 18,451                      | 35,879                               | 25,307                               |
| Activities for generating funds           | 2(b)        | 601                           |                             | 601                                  | 750                                  |
| Income from investments                   | 2(c)        | 38,118                        | 3,257                       | 41,375                               | 38,166                               |
| Income from charitable activities         | 2(d)        | 4,817                         | 11,267                      | 16,084                               | 140                                  |
| <b>Total incoming resources</b>           |             | <b>60,964</b>                 | <b>32,975</b>               | <b>93,939</b>                        | <b>64,363</b>                        |
| <b>Resources expended</b>                 |             |                               |                             |                                      |                                      |
| Costs of generating funds                 |             |                               |                             |                                      |                                      |
| Membership and Social Activities          | 3(a)        | 18,284                        | 16,777                      | 35,061                               | 20,585                               |
| Remembrance & Benevolent                  | 3(b)        | 5,587                         | 13,110                      | 18,697                               | 4,579                                |
| Welfare Activities                        | 3(c)        | 5,492                         | 3,257                       | 8,749                                | 5,979                                |
| Communication Costs                       | 3(d)        | 10,642                        |                             | 10,642                               | 8,076                                |
| Governance and Other Costs                | 3(e)        | 59,844                        |                             | 59,844                               | 51,989                               |
| <b>Total resources expended</b>           |             | <b>99,849</b>                 | <b>33,144</b>               | <b>132,993</b>                       | <b>91,208</b>                        |
| <b>Net incoming/ (outgoing) resources</b> |             | <b>(38,885)</b>               | <b>(169)</b>                | <b>(39,054)</b>                      | <b>(26,845)</b>                      |
| <b>Other recognised gains and losses</b>  |             |                               |                             |                                      |                                      |
| Gain/(loss) on investments                |             | (63,917)                      | (19,250)                    | (83,167)                             | 110,422                              |
| <b>Transfer between funds</b>             | <b>8</b>    | <b>(4,513)</b>                | <b>4,513</b>                | <b>0</b>                             | <b>0</b>                             |
| <b>Net movement of funds</b>              |             | <b>(107,315)</b>              | <b>(14,906)</b>             | <b>(122,221)</b>                     | <b>83,577</b>                        |
| Balances brought forward                  |             | 1,188,859                     | 104,504                     | 1,293,363                            | 1,209,786                            |
| <b>Balances carried forward</b>           |             | <b>1,081,544</b>              | <b>89,598</b>               | <b>1,171,142</b>                     | <b>1,293,363</b>                     |

All the above amounts relate to continuing activities.

There were no recognised gains or losses other than the net movement of funds for the financial periods shown above.

The notes on pages 19 to 23 form part of these financial statements.

**THE ROYAL ARMY PAY CORPS REGIMENTAL ASSOCIATION –  
YEAR ENDED 31 DECEMBER 2022**

**Balance sheet**

**as at 31 December 2022**

|                                                                    | Notes | 31.12.22         |           | 31.12.21         |           |
|--------------------------------------------------------------------|-------|------------------|-----------|------------------|-----------|
|                                                                    |       | £                | £         | £                | £         |
| <b>Fixed assets</b>                                                |       |                  |           |                  |           |
| Investments                                                        | 4     | <u>1,157,465</u> |           | <u>1,280,632</u> |           |
|                                                                    |       |                  | 1,157,465 |                  | 1,280,632 |
| <b>Current assets</b>                                              |       |                  |           |                  |           |
| Debtors                                                            | 5     | 221              |           | 0                |           |
| Cash at bank and in hand                                           |       | <u>16,456</u>    |           | <u>12,731</u>    |           |
|                                                                    |       | 16,677           |           | 12,731           |           |
| <b>Creditors:</b> amounts becoming due and payable within one year | 6     | <u>3,000</u>     |           | <u>0</u>         |           |
|                                                                    |       | 3,000            |           | 0                |           |
| <b>Net current assets</b>                                          |       |                  | 13,677    |                  | 12,731    |
| <b>Total assets</b>                                                |       | <u>1,171,142</u> |           | <u>1,293,363</u> |           |
| <b>Funds</b>                                                       |       |                  |           |                  |           |
| Unrestricted Funds                                                 | 7     | 1,081,544        |           | 1,188,859        |           |
| Restricted                                                         | 8     | <u>89,598</u>    |           | <u>104,504</u>   |           |
|                                                                    |       | <u>1,171,142</u> |           | <u>1,293,363</u> |           |

The notes on pages 19 to 23 form part of these financial statements.

The financial statements were approved by the Trustees on:

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# **THE ROYAL ARMY PAY CORPS REGIMENTAL ASSOCIATION – YEAR ENDED 31 DECEMBER 2022**

## **Notes to the financial statements for the year ended 31 December 2022**

### **1 a) Accounting convention**

The financial statements have been prepared under the Charities SORP 2005, having regard to the substance of transactions and arrangements in accordance with generally accepted principles or practice.

### **b) Funds**

Unrestricted funds represent the General and Designated funds of the Association that are not subject to any restriction regarding their use and are available for application on the general purposes of the Association.

Restricted funds are those which are subject to a specific restriction as to their use, imposed by the donors.

### **c) Income**

All incoming resources are included in the statement of financial activities when the charity is entitled to income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in the statement of financial activities when receivable. Grants where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated goods and services and facilities are included at the value to the charity where it can be quantified. The value of services provided by volunteers has not been included.

### **d) Resources expended**

Expenditure is recognised on an accrual basis as a liability is incurred. Some items of expenditure include VAT which cannot be recovered, and the VAT is reported as part of the expenditure to which it relates.

Cost of generating funds comprise the costs associated with attracting voluntary income and the costs of trading for fundraising purposes.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

### **e) Going concern**

The accounts have been produced on the basis that the Association is considered to be a going concern.

**THE ROYAL ARMY PAY CORPS REGIMENTAL ASSOCIATION –  
YEAR ENDED 31 DECEMBER 2022**

**Notes to the financial statements  
for the year ended 31 December 2022 continued**

|                                                             | Unrestricted<br>Funds | Restricted<br>Funds | Total Funds                    |                                |
|-------------------------------------------------------------|-----------------------|---------------------|--------------------------------|--------------------------------|
|                                                             |                       |                     | Year ended<br>31 December 2022 | Year ended<br>31 December 2021 |
| 2 Incoming resources                                        | £                     | £                   | £                              | £                              |
| <b>(a) Voluntary income</b>                                 |                       |                     |                                |                                |
| Membership Income                                           | 140                   |                     | 140                            | 70                             |
| Donations from Members                                      | 13,844                |                     | 13,844                         | 20,436                         |
| Gift Aid Recovered on Donations                             | 3,444                 |                     | 3,444                          | 4,756                          |
| Legacy Income                                               | 0                     |                     | 0                              | 45                             |
| NMA Memorial Donations                                      |                       | 18,451              | 18,451                         | 0                              |
|                                                             | <u>17,428</u>         | <u>18,451</u>       | <u>35,879</u>                  | <u>25,307</u>                  |
| <b>(b) Activities for generating funds and Other Income</b> |                       |                     |                                |                                |
| Stock Sales                                                 | 522                   |                     | 522                            | 228                            |
| Return of Grants                                            | 79                    |                     | 79                             | 522                            |
|                                                             | <u>601</u>            | <u>0</u>            | <u>601</u>                     | <u>750</u>                     |
| <b>(c) Income from investments</b>                          |                       |                     |                                |                                |
| Investment income                                           | 38,118                | 3,257               | 41,375                         | 38,164                         |
| Bank interest receivable                                    | 0                     |                     | 0                              | 2                              |
|                                                             | <u>38,118</u>         | <u>3,257</u>        | <u>41,375</u>                  | <u>38,166</u>                  |
| <b>(d) Income from charitable activities</b>                |                       |                     |                                |                                |
| NMA Dedication Event Fund                                   |                       | 1,000               | 1,000                          | 0                              |
| Officers' Dinner Club                                       |                       | 50                  | 50                             | 0                              |
| Battlefield Tour Fund                                       |                       | 8,456               | 8,456                          | 0                              |
| Annual Dinner                                               |                       | 1,285               | 1,285                          | 0                              |
| Apprentice College Intake Reunion                           |                       | 476                 | 476                            | 0                              |
| Other Events                                                | 4,817                 |                     | 4,817                          | 140                            |
|                                                             | <u>4,817</u>          | <u>11,267</u>       | <u>16,084</u>                  | <u>140</u>                     |

# THE ROYAL ARMY PAY CORPS REGIMENTAL ASSOCIATION – YEAR ENDED 31 DECEMBER 2022

Notes to the financial statements  
for the year ended 31 December 2022 continued

|                                                        | Unrestricted<br>Funds | Restricted<br>Funds | Total Funds<br>Year ended<br>31 December 2022 | Year ended<br>31 December 2021 |
|--------------------------------------------------------|-----------------------|---------------------|-----------------------------------------------|--------------------------------|
|                                                        | £                     | £                   | £                                             | £                              |
| <b>3 Outgoing resources</b>                            |                       |                     |                                               |                                |
| <b>(a) Membership and Social Activities</b>            |                       |                     |                                               |                                |
| Grants                                                 | 8,093                 |                     | 8,093                                         | 15,248                         |
| Membership, Trustees Meetings and Reception            | 3,596                 |                     | 3,596                                         | 2,692                          |
| Summer Party                                           | 3,846                 |                     | 3,846                                         | 0                              |
| Annual Dinner and Reunion                              |                       | 3,268               | 3,268                                         | 0                              |
| Battlefield Tour                                       |                       | 12,144              | 12,144                                        | 0                              |
| RC 134 Reunion                                         | 140                   |                     | 140                                           | 0                              |
| Apprentice Reunions                                    | 210                   |                     | 210                                           | 2,510                          |
| Army/Navy                                              | 2,250                 |                     | 2,250                                         | 0                              |
| Officer's Dinner Club                                  |                       | 230                 | 230                                           | 0                              |
| NMA Dedicated Event                                    |                       | 1,045               | 1,045                                         | 0                              |
| Brig B Fullerton Memorial                              |                       | 90                  | 90                                            |                                |
| Wakefield Event (Deposit re 2022)                      |                       |                     | 0                                             | 100                            |
| Trustees Attendance at Branch Events                   | 149                   |                     | 149                                           | 35                             |
|                                                        | <u>18,284</u>         | <u>16,777</u>       | <u>35,061</u>                                 | <u>20,585</u>                  |
| <b>(b) Remembrance, Commemorative &amp; Benevolent</b> |                       |                     |                                               |                                |
| Flowers and Funeral Donations                          | 907                   |                     | 907                                           | 766                            |
| Christmas and Birthday Gifts for In-Pensioners         | 150                   |                     | 150                                           | 75                             |
| Field of Remembrance & Remembrance Sunday              | 2,840                 |                     | 2,840                                         | 1,902                          |
| Douvres Stone                                          | 1,690                 |                     | 1,690                                         | 0                              |
| NMA Lion - Memorial                                    |                       | 13,110              | 13,110                                        | 0                              |
| Repairs to Memorials                                   |                       |                     | 0                                             | 336                            |
| Douvres Stone/Falkland Island Memorial Plaque          |                       |                     | 0                                             | 1,500                          |
|                                                        | <u>5,587</u>          | <u>13,110</u>       | <u>18,697</u>                                 | <u>4,579</u>                   |
| <b>(c) Welfare Activities</b>                          |                       |                     |                                               |                                |
| Individual Welfare Grants                              | 5,492                 | 3,257               | 8,749                                         | 5,979                          |
|                                                        | <u>5,492</u>          | <u>3,257</u>        | <u>8,749</u>                                  | <u>5,979</u>                   |
| <b>(d) Communication Costs</b>                         |                       |                     |                                               |                                |
| Primrose and Blue                                      | 7,032                 |                     | 7,032                                         | 5,270                          |
| Database                                               | 2,033                 |                     | 2,033                                         | 876                            |
| Webiste - RAPC-Association.org.uk                      | 311                   |                     | 311                                           | 229                            |
| Presentation Items                                     | 174                   |                     | 174                                           | 609                            |
| Advertising and Marketing                              | 1,092                 |                     | 1,092                                         | 1,092                          |
|                                                        | <u>10,642</u>         | <u>0</u>            | <u>10,642</u>                                 | <u>8,076</u>                   |
| <b>(e) Governance and Other Costs</b>                  |                       |                     |                                               |                                |
| Insurance                                              | 1,038                 |                     | 1,038                                         | 1,037                          |
| Conferencing Arrangements                              | 2,257                 |                     | 2,257                                         | 699                            |
| Administration                                         | 42,225                |                     | 42,225                                        | 42,225                         |
| Travel Claims                                          | 7,863                 |                     | 7,863                                         | 3,130                          |
| Professional Fees                                      | 160                   |                     | 160                                           | 40                             |
| Bank Charges                                           | 23                    |                     | 23                                            | 0                              |
| Scanning/Digital Archives                              | 223                   |                     | 223                                           | 0                              |
| Stationery                                             | 587                   |                     | 587                                           | 86                             |
| Stock Purchase for Re-sale                             | 0                     |                     | 0                                             | 591                            |
| Storage, Repairs and Other Supplies                    | 552                   |                     | 552                                           | 476                            |
| IT Backup and User Licences                            | 687                   |                     | 687                                           | 628                            |
| Other Printing Costs                                   | 68                    |                     | 68                                            | 2,041                          |
| Postage                                                | 1,161                 |                     | 1,161                                         | 1,036                          |
| Independent Examiner's Fees                            | 3,000                 |                     | 3,000                                         | 0                              |
|                                                        | <u>59,844</u>         | <u>0</u>            | <u>59,844</u>                                 | <u>51,989</u>                  |

**THE ROYAL ARMY PAY CORPS REGIMENTAL ASSOCIATION –  
YEAR ENDED 31 DECEMBER 2022**

**Notes to the financial statements**

**For the year ended 31 December 2022 continued**

**4 Investments**

|                                      |                  |
|--------------------------------------|------------------|
| Market value at beginning of period  | 1,280,632        |
| Cash Withdrawn                       | (40,000)         |
| Loss on sale of units                | (2,647)          |
| Unrealised (loss)/gain in the period | (80,520)         |
| Market value at end of period        | <u>1,157,465</u> |

Investments comprising more than 5% of the portfolio were as follows:

|            | %   | £                |
|------------|-----|------------------|
| Charinco   | 7%  | 80,464           |
| Charishare | 93% | 1,077,001        |
|            |     | <u>1,157,465</u> |

|               | 2022<br>£  | 2021<br>£ |
|---------------|------------|-----------|
| 5 Debtors     |            |           |
| Other debtors | <u>221</u> | <u>0</u>  |

|                                                   | 2022<br>£    | 2021<br>£ |
|---------------------------------------------------|--------------|-----------|
| 6 Creditors                                       |              |           |
| Amounts becoming due and payable within one year: |              |           |
| Accruals and other creditors                      | <u>3,000</u> | <u>0</u>  |

| 7 Analysis of funds | Unrestricted<br>Funds<br>£ | Restricted<br>Funds<br>£ | Total<br>2022<br>£ | Total<br>2021<br>£ |
|---------------------|----------------------------|--------------------------|--------------------|--------------------|
| Investments         | 1,077,001                  | 80,464                   | 1,157,465          | 1,280,632          |
| Current assets      | 7,543                      | 9,134                    | 16,677             | 12,731             |
| Total liabilities   | (3,000)                    |                          | (3,000)            | 0                  |
|                     | <u>1,081,544</u>           | <u>89,598</u>            | <u>1,171,142</u>   | <u>1,293,363</u>   |

# THE ROYAL ARMY PAY CORPS REGIMENTAL ASSOCIATION – YEAR ENDED 31 DECEMBER 2022

## Notes to the financial statements

For the year ended 31 December 2022 continued

| 8 Restricted funds               | At<br>1 January<br>2022<br>£ | Incoming<br>resources<br>£ | Outgoing<br>resources<br>£ | Transfers<br>from/(to)<br>Unrestricted<br>£ | At<br>31 December<br>2022<br>£ |
|----------------------------------|------------------------------|----------------------------|----------------------------|---------------------------------------------|--------------------------------|
| Officers' Dinner Club            | 1,725                        | 50                         | (230)                      | (95)                                        | 1,450                          |
| Battlefield Tour                 | 608                          | 8,456                      | (12,144)                   | 3,080                                       | 0                              |
| Annual Dinner                    | 1,080                        | 1,285                      | (3,268)                    | 1,528                                       | 625                            |
| Brig B Fullerton Memorial        | 1,377                        |                            | (90)                       |                                             | 1,287                          |
| NMA Memorial Fund (see below)    |                              | 18,451                     | (13,110)                   |                                             | 5,341                          |
| NMA Dedication Event             |                              | 1,000                      | (1,045)                    |                                             | (45)                           |
| Apprentice College Reunion       |                              | 476                        |                            |                                             | 476                            |
| RAPC Charitable Fund (see below) | 99,714                       | 3,257                      | (22,507)                   |                                             | 80,464                         |
|                                  | <u>104,504</u>               | <u>32,975</u>              | <u>(52,394)</u>            | <u>4,513</u>                                | <u>89,598</u>                  |

### National Memorial Arboretum Memorial Fund

|                                       | £       | £               |
|---------------------------------------|---------|-----------------|
| <b>Income</b>                         |         |                 |
| Donations                             |         | 14,886          |
| Gift Aid                              |         | 3,565           |
|                                       |         | <u>18,451</u>   |
| <b>Expenditure</b>                    |         |                 |
| Base                                  | (3,300) |                 |
| Lion                                  | (8,000) |                 |
| Application & main                    | (1,000) |                 |
| Graphic design                        | (396)   |                 |
| Travel                                | (414)   |                 |
|                                       |         | <u>(13,110)</u> |
| Fund carried forward 31 December 2022 |         | <u>5,341</u>    |

### RAPC Charitable Fund

|                                       | £        | £               |
|---------------------------------------|----------|-----------------|
| Fund brought forward 1 January 2022   |          | 99,714          |
| Investment income                     |          | 3,257           |
| Welfare expenditure                   | (3,257)  |                 |
| Unrealised loss on investments        | (19,250) |                 |
|                                       |          | <u>(22,507)</u> |
| Fund carried forward 31 December 2022 |          | <u>80,464</u>   |

## 9 Controlling interest

The trustees consider no entity to have a controlling interest in the charity.

The Royal Army Pay Corps Regimental Association was first registered as a charity on 5 December 1975.

**CHARITIES IN CONNECTION WITH ROYAL ARMY PAY CORPS**

England & Wales - Charity number 270477

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# Accounts

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Registered Charity Number 270477

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDING 31 DECEMBER 2021**  
**FOR THE ROYAL ARMY PAY CORPS REGIMENTAL ASSOCIATION**

## THE ROYAL ARMY PAY CORPS REGIMENTAL ASSOCIATION

### REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2021

#### INTRODUCTION

1. The Trustees submit this their 74<sup>th</sup> report and the financial statements for the Royal Army Pay Corps (RAPC) Regimental Association for the year ending 31 December 2021. The Association Board of Trustees set the strategy and operating parameters for all activities including the policies for the making of grants, investments and reserves. The day-to-day routine administration is delegated to the 3 Committee Chairmen (Finance, Membership and Welfare) supported by the Association Administrator who is supervised by the Association's Honorary Secretary.

#### OBJECTS

2. The objects of the RAPC Regimental Association, as laid down in the Rules, are:

a. To promote the efficiency of the Army by:

(1) Maintaining contact between former members of the former Royal Army Pay Corps (the former Corps) and former or serving members of the Adjutant General's Corps (Staff and Personnel Support Branch) (the Branch); fostering mutual friendship between them and providing for social gatherings for them; and

(2) Fostering esprit de corps, comradeship and the welfare of the Branch and preserving its traditions and those of the former Corps.

b. To relieve either generally or individually members of the Association, former members of the former Corps and former and serving members of the Branch and their dependants, who are in conditions of need, hardship or distress.

#### GOVERNANCE

3. The Association is a General Charity with a registered number of 270477. The Accounts are shown on pages A1 to A4 of this report. The address for communications is:

RAPC Regimental Association  
c/o 47 St James Road  
Southampton  
SO15 5FD

4. **The Rules.** The constitution, organisational structure, objects and the methods by which they are attained are as laid down in the Rules which also act as the Charity's governing document.

## **PUBLIC BENEFIT**

5. The RAPC Association will continue to promote social events and provide welfare support to those in need. Through the standing committees it will continue to provide a broad range of support to former RAPC officers and soldiers.

## **RISK MANAGEMENT**

6. The Council of the RAPC Regimental Association seeks to mitigate operational risks through the maintenance of a risk register and the creation of a risk management policy. The Finance Committee is responsible for the maintenance of the risk register and related risk management policy.

## **REVIEW OF ACTIVITIES**

7. Activities over the year were heavily impacted by the COVID pandemic. Social events were cancelled, and the number of welfare referrals fell significantly. The pandemic has been particularly hard on the elderly with social isolation leading to mental health issues. Branch Chairmen and members have all played their part in maintaining contact with those most vulnerable.

8. The activities carried out in support of the objects, as laid down in the rules, are:

- a. To obtain funds in the form of subscriptions, donations, bequests or gifts of money or other property by means of appeals, public or otherwise.
- b. To apply any assets so obtained in defraying the working expenses of the Association and in creating a capital fund to be applied, with the income, in furtherance of the objects of the Association.
- c. To receive and administer any funds, donations, bequests or other gifts, now or in the future, whether by way of permanent endowment or otherwise, for charitable purposes connected with, or calculated to further, the objects of the Association.
- d. To assist or benefit beneficiaries by way of grant, loan, or other suitable means.
- e. To make grants to any military or civilian charity, or charitable fund or charitable institution existing or hereafter established which, in the opinion of the Council of the Association, directly or indirectly benefits the persons referred to in Paragraph 2 above.
- f. To maintain a central office and channel of communication for, and between, all past members of the former Corps and Branch.
- g. To print, publish, issue and circulate any journals, magazines, newspapers, pamphlets or other publications for the information, advantage and benefit of members in connection with the objects of the Association.

## **WELFARE SUPPORT**

9. **Welfare Caseload.** The COVID pandemic has prevented the Welfare Committee from holding meetings and therefore all 9 applications for assistance – down from 21 in 2020

– were considered out of committee. Seven grants totalling £5,978.84 were authorised. During the same period, one grant of £521.87 was refunded because the applicant's health had deteriorated to such an extent that the assistance sought was no longer suitable.

10. **Referrals to Other Charities.** In a normal year the Association would seek assistance from other charities, specifically the ABF, The Soldiers Charity and Poppy Scotland. Although the reduction in the number of cases being submitted continued in 2021, 5 of the 7 cases where a grant was awarded by the RAPC Regimental Association Welfare Committee, they were also granted additional assistance from other charities. The ABF The Soldiers' Charity granted a total of £2,420.00 for the 4 cases referred, and Poppy Scotland granted an additional £270 in one case.

11. **Grants.** All grants made by the Association have been categorised according to the costliest element of the application. The summary for 2021 is at Table 1 below:

| Category                                            | 2020 Cases supported | 2021 Cases supported | 2020 Welfare Grants | 2021 Welfare Grants <sup>1</sup> |
|-----------------------------------------------------|----------------------|----------------------|---------------------|----------------------------------|
| Rent Arrears/Priority Debts                         | 2                    | 0                    | £604.76             |                                  |
| EPV's, Wheelchairs, Stairlifts                      | 2                    | 1                    | £1830.00            | £1000.00                         |
| Clothing/Food Vouchers                              | 1                    | 0                    | £350.00             |                                  |
| Funerals/Memorials                                  | 0                    | 1                    |                     | £930.00                          |
| Heating, Home Repairs, Carpets, Painting            | 1                    | 1                    | £1000.00            | £400.00                          |
| Home Adaptation                                     | 0                    | 0                    |                     |                                  |
| Homewares, white/brown goods, tv's etc              | 1                    | 1                    | £700.00             | £261.84                          |
| Nursing Home Fees or Annuities                      | 2                    | 1                    | £1700.00            | £1100.00                         |
| Other                                               | 2                    | 0                    | £400.00             |                                  |
| Riser-Recliners/Profiling Beds/Specialist Furniture | 6                    | 2                    | £3395.00            | £2287.00                         |
| <b>Total</b>                                        | <b>17</b>            | <b>7</b>             | <b>£9979.76</b>     | <b>£5978.84</b>                  |

Table 1 – Comparison of Welfare Grants in 2021 with the Previous Year

12. **Summary.** The pandemic continued to have a dramatic impact on the number of cases coming forward from SSAFA and the RBL during 2021 as caseworkers and occupational therapists were largely prohibited from undertaking home visits. Raising cases through telephone calls resulted in lengthy delays to the process where contact centres were operating with reduced staffing levels; changes to RBL's local networks and the introduction of a new case management system. Looking forward, we expect to see an increase in caseload given that:

- a. The RBL has reduced its internal threshold from £500 to £250 before approaching Regimental funds.
- b. The ABF is of the opinion that easing of lockdown restrictions will lead to a sharp increase in the number of welfare cases, in addition to many requests for

<sup>1</sup> In 2021, 5 cases were referred to the ABF- The Soldiers Charity or Poppy Scotland, securing additional funding of £2,690.

assistance with re-training and education for those veterans who have lost their employment during the lockdown.

c. Correspondence from the MoD suggests that the pandemic has led to a bow wave of welfare need building up. Once COVID restrictions are removed, they predict Service charities, including Regimental Funds, will see a significant increase in demand for support.

d. The cost of living, most notably utility and heating charges, is set to rise dramatically over the next calendar year. This will impact on the most vulnerable of our membership, and it is envisaged that there will be a significant rise in requests for assistance in relation to home adaptation and personal support.

## **MEMBERSHIP, REUNIONS AND EVENTS**

13. **New Members.** Despite the impact of COVID this year, the RAPC Regimental Association continued to attract new members, most of whom have had no previous contact with Association activities. Membership is available in 3 classes:

a. **Life Membership** – for those who served in the RAPC.

b. **Associate Membership** – for those who served alongside the RAPC (WRAC, other units, civil servants, spouses and partners).

c. **Extraordinary Membership** – for those who have a particular interest in the RAPC (historians, academics, family members of life members).

The one-off fee for membership in each of the classes was £10. During this year, there were 7 applications for membership, contributing a total of £70 to the general purposes of the RAPC Regimental Association.

14. **Membership Database.** The Association maintains a database which contains at least partial personal, service and address details for 6,967 members believed to not be deceased, down from 7,142 at the start of the last period. This reduction was expected as we have lost members and work continues to verify the accuracy of the information held.

15. **Data Protection (General Data Protection Regulation).** The RAPC Regimental Association is registered with the Office of the Information Commissioner. As a result of our continued efforts to gain proactive consent from members for the storage and usage of their email addresses, the Association has received consent from 1,866 members.

16. **Magazine.** During the period, the Association produced and distributed one issue of its magazine, Primrose & Blue. Printing and postal circulation was again adversely affected by the COVID pandemic. The distribution of 2,432 hard copies of the magazine was therefore delayed until July 2021. On this occasion, the mailing also included a new copy of the amended Rules and Code of Conduct for each member. Invoices presented for payment during the period totalled £5,269.42. The mean production and postage cost per individual newsletter was £2.17. The number of members who had elected to receive the Primrose & Blue by email was 887, slightly down from 895 for the previous edition.

17. **Annual Reunion Dinner and AGM.** COVID restrictions on travel and social contact meant that the Annual Reunion Dinner and AGM could not be held. This is only the third time since World War 2 it has not taken place. The calendar of events for 2022 includes an

Annual Dinner and AGM planned for April 2022. Some members elected to leave their deposits for the cancelled 2021 Annual Dinner with the Association to secure a place at the 2022 dinner. These are detailed on Page A4 of the accounts.

18. **Summer Party.** The Annual Summer Party was cancelled because of the COVID restrictions on travel and social contact. The intention is to continue to plan for a summer event in the future as and when the prevailing conditions permit.

19. **Remembrance.** Activities arranged around Remembrance by the Branches remained significantly curtailed by COVID restrictions. The London Branch, however, was able to run its traditional Act of Remembrance at the RAPC plot at the Field of Remembrance which was followed by high tea at Wellington Barracks. The event was also attended by the families of some life members whose death had been reported during the year to October 2021. The costs of family attendance were met by the Association and are detailed at Para. 37a. and on page A2 of the accounts. Branch Chairmen and other members were encouraged to participate in civic wreath-laying where possible, or to lay a wreath at another time.

20. **Battlefield Tour.** The Battlefield Tour based around the theme of Operation Overlord scheduled to take place in October 2021 was once again postponed until June 2022. The funds held on behalf of the passengers who have signed-up are detailed at page A3 of the accounts.

21. **Golf.** The RAPC Golf Society enabled 124 members to attend social golf events including 29 who went on the tour to Tenerife, and a further 26 players were involved in representative fixtures over the last 6 months of the year. The Association provided subsidies totalling £8,685 during the period. The Golf Society is already planning a full programme in 2022.

22. **Apprentices Reunion.** The reunions planned for 2020 were postponed until September 2021. These events, held over 2 days at the Union Jack Club, were strongly supported with 207 attending. The total subsidy paid by the Association for these events was £2,510.

23. **Branches.** During the period, one Branch – East Anglia (North) – closed, but the formation of 2 new Branches - Tees Valley and the Highlands & Islands of Scotland - were approved by the Council of Trustees. The Association continues to support a regional branch network of 16 active branches and one nationwide branch specifically for former Apprentices. The Fide et Fiducia Dining Club also collects monthly subscriptions and holds events in Scotland. Branches are actively encouraged to apply for grants in order to subsidise any social events that they may wish to hold for the benefit of Association members in their area. The ability of Branches to host events during 2021 remained impacted by prevailing COVID restrictions but as restrictions eased the Trustees authorised Branch gatherings from August 2021. The total amount of subsidies paid to the Branches during the period was £6,562.70.

24. **Comparison of Grants with 2020.** As noted in the 2020 annual report support to events was withdrawn to comply with Government restrictions. These were lifted – albeit with some exceptions – in July 2021 and Table 2 below shows the recovery in the number of

events held, subsidies paid and number of members attending in spite of the impact that COVID restrictions have had on RAPC Regimental Association events.

| Branch                             | 2020       |             |             |                  | 2021       |             |             |                        |
|------------------------------------|------------|-------------|-------------|------------------|------------|-------------|-------------|------------------------|
|                                    | Att        | Events Held | Grants Made | Total Grants     | Att        | Events Held | Grants Made | Total Grants           |
| Apprentices                        | -          | 0           | -           | -                | 54         | 1           | 2           | £3,350.00 <sup>2</sup> |
| Cardiff and S Wales                | 25         | 1           | 1           | £1,100.00        | 34         | 2           | 0           | -. <sup>3</sup>        |
| Fide et Fiducia Dining Club        | -          | 0           | -           | -                | 22         | 1           | 1           | £240.00                |
| Gloucester                         | -          | 0           | -           | -                | 38         | 2           | 2           | £403.50                |
| Kent                               | 13         | 1           | 1           | £80.00           | 20         | 2           | 2           | £115.00                |
| London                             |            | 1           | 0           | -                | 51         | 3           | 2           | £280.43                |
| North Wales and Chester            | -          | 0           | -           | -                | -          | -           | -           | -                      |
| Peterborough                       | 49         | 2           | 0           | -                | -          | -           | -           | -                      |
| RAPCOB Hull                        | 45         | 2           | 0           | -                | 15         | 1           | 1           | £90.00                 |
| RAPCOB Tyne and Wear               | 24         | 1           | 1           | £100.00          | 19         | 1           | 1           | £100.00                |
| Salisbury                          | -          | 0           | -           | -                | 76         | 2           | 2           | £800.00                |
| Scotland (Central Belt & Lowlands) | 37         | 1           | 1           | £315.00          | -          | -           | -           | -                      |
| Scotland (Highlands & Islands)     | -          | -           | -           | -                | 6          | 1           | 1           | £25.00                 |
| South Coast                        | 14         | 1           | 1           | £35.57           | 26         | 2           | 2           | £221.92                |
| Taunton                            | -          | 0           | -           | -                | 26         | 1           | 1           | £450.00                |
| Tees Valley                        | -          | -           | -           | -                | 8          | 2           | 0           | £0.00                  |
| Worthy Down                        | 7          | 1           | 0           | -                | 16         | 1           | 0           | £0.00                  |
| York                               | -          | 0           | -           | -                | 32         | 2           | 2           | £486.85                |
| <b>TOTALS</b>                      | <b>214</b> | <b>11</b>   | <b>5</b>    | <b>£1,630.57</b> | <b>443</b> | <b>25</b>   | <b>19</b>   | <b>£6,562.70</b>       |

Table 2 – Comparison of Branch Grants in 2021 with the Previous Year

25. **Summary.** This year has been another challenging year which saw many social and sporting events cancelled because of the pandemic. Our Branch Chairmen have done a sterling job keeping in touch with our members and arranging suitable events once the restrictions were lifted. Demand for these events from our membership was higher than expected and this shows the spirit of our membership and the suitability of events being organised. During the period, the gross expenditure on social events and membership

<sup>2</sup> The Apprentice Branch was advanced £1,400 in respect of a deposit for the annual "Dan Graham Trophy" event set for 2022

<sup>3</sup> Cardiff & South Wales carried forward an unspent grant from 2020 and hence no grants were made in this year.

services, including the publication of Primrose & Blue and the Autumn Committees gathering was £25,854.47 – significantly up from £8,454.57 for 2020.

## PLANS AND EXPECTATIONS

26. The plans and expectations for 2022 are to:

- a. Move our investments from BlackRock to Sarasin and Partners and continue to achieve a growth in real terms of around 4% pa.
- b. Continue developing our plans for a permanent memorial at the National Memorial Arboretum (NMA) culminating in an unveiling ceremony and celebration in the summer of 2023.
- c. Embark on a fundraising campaign to raise funds in support of the NMA project and to increase our long-term income.
- d. Be prepared for an influx of welfare cases from our veterans as we emerge from the COVID restrictions and see the effect of the economic pressures currently being faced by the general public.
- e. Encourage more Branch events to boost morale after the last 2 years of isolation for many.

## FINANCE

### THE ANNUAL ACCOUNTS

27. The annual accounts for the year 2021 are at Pages A1 to A5 and have been prepared in accordance with SORP 2005.

28. **Summary.** There was an operational excess of income over expenditure in unrestricted Association funds of £3,154.80, which with the increase in the market value of the investment portfolio as at 31 December 2021 of £80,421.73 gives an increase in general purpose funds of £83,576.53 and a total value of unrestricted Association funds of £1,288,572.56.

29. **Policy on Reserves.** The policy on reserves is to hold sufficient funds to meet the Association's objectives. Drawdowns from the investments are made periodically to maintain sufficient funds to enable the Association to meet its obligations; the Council approved the sale of investments during 2021 to the value of £30,000. As at 31 December 2021 the RAPC Regimental Association had cash in hand and at bank to the value of £12,731.00 up from £10,133.62 in 2020.

30. **Investments.** The Association's investments, which are managed by Blackrock Investment Management (UK) Ltd, are detailed on page A5 of the accounts. The policy adopted by the Council was one of a balance between income generation and capital preservation in real terms. In compliance with the accounting practice for Charities, all changes in investment valuations as at 31 December 2021 are accounted for although no gains or losses are actually made on investments until they mature or are sold.

31. **Value Added Tax (VAT).** As the total value of taxable supplies purchased during the period was below the HMRC threshold throughout the period the Association has not registered for VAT.

32. **The RAPC Charitable Fund.** This was a separate charity registered with the Charity Commissioners that, with the approval of the Commissioners is maintained within the accounts of the Association. The capital of the RAPC Charitable Fund, shown at page A5, is permanently endowed and is only to be used for welfare activities. The Council has agreed an investment policy of income generation to fulfil the requirements of the endowment.

## **THE ASSOCIATION'S BANKERS**

33. Throughout the period, the Association operated current accounts with Lloyds and NatWest banks. They are covered by the provisions of the Financial Services Compensation Scheme and no balances held were in excess of the £85,000 limit.

## **INDEPENDENT EXAMINATION OF THE ACCOUNTS**

34. The accounts are independently examined by personnel appointed by the Management Accountancy Services (Army), Marlborough Lines, Monxton Road, Andover.

## **INCOME**

35. **Main Source of Income.** The Association's main sources of income are: dividends and drawdowns from investments; donations from members; and Gift Aid claimed on donations. The total was £94,363.13 up from £65,159.97 in 2020; the main variations being increases members donations, dividends and the drawdown from investments.

## **EXPENDITURE**

36. **Welfare Activities.** COVID restrictions have continued to impact on welfare activities, as shown in the welfare section of this report, resulting in expenditure of £5,978.84 down from £9,979.76.

37. **Membership & Social Activities.** There have been more activities than last year, as detailed in the membership section of this report, with expenditure of £20,585.05 up from £3,630.57 in 2020.

38. **Remembrance, Commemorative and Benevolence.** This covers a number of activities as follows:

a. **Remembrance.** Given the restrictions imposed for the COVID pandemic, the social aspect of gathering at the Field of Remembrance, similar events around the country and mass veteran participation in the Cenotaph March Past on Remembrance Sunday were once again heavily restricted. Fortunately, the London Branch Act of Remembrance followed by a high tea in Wellington Barracks did take place and the Association also purchased a number of RAPC badged wreaths from the RBL Poppy Appeal and the Lady Haig Poppy Factory, which were laid at ceremonies across the country. Total expenditure on remembrance activities was £1,901.79, up from £1,624.00 in 2020.

b. **Memorials – Devizes Stone and Falkland Islands.** The work carried out to repair and conserve the Devizes Stone which marks the site of the former RAPC Training Centre cost £336.00. The Council of Trustees also authorised expenditure

on a plaque to be hung on the Falkland Islands Memorial Wall at Pangbourne College at a cost of £1,500. Total expenditure during the year was therefore £1,836.00 with no corresponding expenditure in 2020.

c. **Flowers and Donations In-Memoriam.** During the period the Association continued to show support for families of departed servicemen by the provision of appropriate flower arrangements in the regimental colours, or a charitable donation of £20 in accordance with family wishes. Total expenditure in this category was £765.50 down slightly from £828.00 in 2020.

d. **Christmas Gifts.** The Association provided three gifts of £25 cash totalling £75 to the Association's three In-Pensioners at the Royal Hospital, Chelsea which was the same as in 2020.

39. **Communication Costs.** The main communication cost was the design, printing and postage of Primrose & Blue at £5,269.42 up from £4,824.00 in 2020. Ad-hoc printing and mailing of information to members regarding initiatives and changes in the Rules and Code of Conduct totalled £2,041.20. The Association continued to purchase roller banners requested by Branches, which together with an advertisement in the Royal British Legion Magazine published in December cost £1,092.20 up from £63.87 in 2020. Postage increased to £1,036.11 compared with £998.59 in 2020. A reduction in database costs partially offset by website expenditure, resulting an overall cost for communications and marketing of £10,544.13 up from £7,325.20 in 2020.

40. **Insurance.** The Association's insurance requirements were met through subscription to a Charity & Community Connect policy brokered by Finch Group and provided by Ansvar. The cost of this policy was £1,037.21, slightly up from £1,013.15 in 2020.

41. **Governance and Other Expenditure.**

a. **Conferencing Arrangements.** Conferencing facilities were provided for the following meeting: two full Council of Trustees; two Executive Committee; and one meeting of both the Finance Committee and the Membership Committee during the period. These costs totalled £699.25 slightly up from £649.25 in 2020.

b. **Consultant Administrator.** The Association uses a consultant to deliver administrative support. This year the fees paid were £42,225 compared with £38,665 in 2020.

c. **Travel Claims.** The Trustees and volunteer committee members are reimbursed for travel costs incurred through their attendance at meetings and other activities related the Association's activities. These costs totalled £3,130.27 up from £1,047.87 refunded in 2020.

d. **Presentation Items.** During the period presentations of a watercolour print, a decanter, and 2 floral arrangements were made to volunteers who had completed sixty years of service to the Association. The cost of these items was £609.02 up from £107.92 in 2020.

e. **Technical Support and User Licences.** The Association engages the services of Safe Data Storage Ltd which provides a cloud-based storage facility and

daily back-up of important documentation. The Association also pays for a user and tech support licence for the Paxton Charity Accounting package. The total cost of these services during the period was £627.84 up from £531.84 in 2020.

f. **Archive, Storage and Other Supplies.** The Association meets the cost of storing some of its heritage information at a location where it can be easily accessed by the Administrator. This year £562.43 was expended down from £932.33 in 2020.

g. **Stock Purchases for Resale.** Periodically, PRI type stock has been purchased for sale by either the Administrator or the AGC Museum. A review of the stock movement and current holdings revealed an accumulation of slow-moving stock, with very little movement in some items. In view of the limited benefit to the Association and the administrative effort involved, the Trustees have decided to dispose of the stock and not make any more purchases. Members can, in future, obtain the items from commercial sources at competitive prices. Purchases during the period were £591.00 compared with £657.00 in 2020.

## MANAGEMENT

42. **The Trustees (The Council).** The appointed officers and other members of the Council during the report period were:

|                                                    |                         |
|----------------------------------------------------|-------------------------|
| Lieutenant Colonel EJ Dawson FCMA CGMA             | President               |
| Lieutenant Colonel RA Rosenhead MBE FCG            | Treasurer               |
| Colonel N Dransfield                               | Secretary               |
| Mr RA Bonwick                                      |                         |
| Colonel A Brown                                    |                         |
| Lieutenant Colonel MJR Cotton MBE                  |                         |
| Colonel TCL Drake FCMI ACIS                        | (Retired November 2021) |
| Captain PN Hawkins                                 |                         |
| Mr PA Lloyd                                        |                         |
| Mr RJ McBlain ACMA                                 |                         |
| Major PM O'Callaghan                               |                         |
| Lieutenant Colonel I Pendlebery                    |                         |
| WO1 SW Roden                                       |                         |
| Colonel AJ Ward                                    |                         |
| Lieutenant Colonel RT Ward ACMA                    |                         |
| Lieutenant Colonel Alan McTaggart FCMA, CGMA, CPFA |                         |
| Colonel Vicki Whiting (Corps Colonel AGC)          | ex-Officio              |

43. **Standing Committees.** The rules of the RAPC Regimental Association provide for the creation of 3 standing committees responsible to the Council for the management of the charities' affairs and the attainment of the objects. The Council has appointed at least one Trustee to each committee to act as Chairman of that committee and be responsible for reporting its proceedings to the Council. The standing Committees of the RAPC Regimental Association, their membership and responsibilities are covered in the following paragraphs.

44. **Finance Committee.** The purpose of the Finance Committee is: to recommend the investment policy to be followed by the Council; to monitor the performance of funds invested on behalf of the Association; oversight of the Association accounts; to create and maintain standard financial operating procedures; to maintain a risk register; to assist the

Administrator in the execution of his duties; to appoint an independent examiner of the accounts. The Finance Committee comprises:

Lieutenant Colonel RA Rosenhead MBE FCG (Chairman & Treasurer)  
Mr RJ McBlain ACMA  
Major PM O'Callaghan  
Lieutenant Colonel RT Ward ACMA  
Lieutenant Colonel CG Head FCMA (co-opted)

45. **Welfare Committee.** The purpose of the Welfare Committee is to consider and action all requests for welfare assistance received by the Association; to oversee all benevolent activities carried out by the Association, including the management of the Thaxton Holiday Scheme and the maintenance of RAPC links with other benevolent institutions such as the Royal Hospital, Chelsea. The Welfare Committee has a wide range of experience and although on first appearance it would seem to have mostly officers, a large majority of these had full careers as soldiers before being commissioned. The Welfare Committee comprises:

Colonel AJ Ward (Chairman and In-Memoria Officer) (resigned October 2021)  
Lieutenant Colonel AM McTaggart ACMA (Chair vice Col AJ Ward, October 2021)  
Lieutenant Colonel MJR Cotton MBE  
Lieutenant Colonel SM Gleed  
Mr PR Goodwin (resigned Oct 2021)  
Captain PN Hawkins  
Captain SA Innes,  
Major SJP James,  
Colonel DB McCulloch  
Mr DC McKirdy  
WO1 SW Roden  
Mr JH Sale

46. **Membership Committee.** The Membership Committee is responsible for the efficiency of membership services, communication and social activities. It comprises:

Colonel TCL Drake (Chairman of the Committee and Chair of Salisbury Branch)  
(resigned November 2021)  
Colonel A J Ward (Chair vice Col TCL Drake, November 2021)  
Mr RA Bonwick (Vice-Chair of the Committee and Chair of North Wales / Chester Branch)

And the following Branch Chairmen:

Mr DJ Page (South Coast)  
Mr SJ Jervis (Taunton)  
Mr DJ Cole (Cardiff & S. Wales)  
Captain T Edgar (York from Oct 2019)  
Mr B Atkinson (RAPC Old Boys Tyne & Wear)  
Mr JH Booth (RAPC Old Boys Hull)  
Captain W Forsyth (Scotland)  
Mr C Martin (Fide et Fiducia Dining Club)  
Lieutenant Colonel MJA Lemon (Kent)  
Mr RL Vaughan (London)  
Mr AJ Hobson (East Anglia - North) – Branch closed Oct 2021

Mr D Grundy (Peterborough)  
Lieutenant Colonel AR Fairclough (Apprentices)  
Mr D Dyson (Tees Valley)  
Lieutenant Colonel Graham Charge (Scotland - Highlands & Islands)  
Mr D Evans (Gloucester)  
Maj DA Cromar (Worthy Down/Winchester) – resigned Oct 2021  
Maj WA Forsyth (Worthy Down/Winchester) – assumed Oct 2021

Sports Representative:  
Lieutenant Colonel I Pendlebery (Golf)

Website & IT:

Major PF Bamforth  
Major N Bayes

## ADMINISTRATOR

47. **Administrative Arrangements.** Administrative support to the Council of Trustees and all standing committee meetings is provided by a consultant Administrator - Mr Jeremy W Drake – who is retained in order to provide the support required by the Association in order to attain its Objects. The fees paid to the Administrator are listed under Governance Costs on page A2 of the Accounts and are at paragraph 41b.

## RECRUITMENT AND TRAINING OF TRUSTEES

48. **Trustees.** Individuals are invited to become a member of the Council by the President, after due consideration by the other Trustees. Trustees ordinarily serve for a term of 5 years and, unless they declare otherwise, shall be available for re-election by the other members of Council. During the period, Lieutenant Colonel Alan McTaggart was invited to become a Trustee.

49. **Training.** Trustees and other members of the standing committees are encouraged to identify opportunities to improve their understanding of Charity Governance and Management. Expenses for training are met by the RAPC Regimental Association. Opportunities for training were limited by restrictions related to the pandemic, however opportunities for Trustee training have been identified for 2022 and details forwarded to interested Trustees.

## DECLARATION

The Trustees list above declare that they have approved this their annual report.

Signature(s)

Full name(s)

Appointment

Date

| Previous<br>(£ ) | 2020         | FIXED ASSETS & INVESTMENTS               | 2021         | Current<br>(£ ) |
|------------------|--------------|------------------------------------------|--------------|-----------------|
|                  |              | Capital Property (tangible fixed assets) |              |                 |
|                  | 106,933.37   | Charinco                                 | 99,714.01    |                 |
|                  | 1,093,276.96 | Charishare                               | 1,180,918.05 |                 |
| 1,200,210.33     |              | <b>Total Fixed Assets</b>                |              | 1,280,632.06    |

| CURRENT ASSETS |           |                             |           |              |
|----------------|-----------|-----------------------------|-----------|--------------|
|                |           | Petty Cash                  |           |              |
|                | 10,097.62 | Current Account (Natwest)*  | 12,700.00 |              |
|                | 36.00     | Current Account (Lloyds)    | 31.00     |              |
|                | 0.00      | Debtors                     | 0.00      |              |
| 10,133.62      |           | <b>Total Current Assets</b> |           | 12,731.00    |
| 1,210,343.95   |           | <b>Total Assets</b>         |           | 1,293,363.06 |

| CREDITORS    |  |                                       |  |              |
|--------------|--|---------------------------------------|--|--------------|
|              |  |                                       |  |              |
|              |  | <b>Total Liabilities</b>              |  |              |
| 1,210,343.95 |  | <b>Total Assets Minus Liabilities</b> |  | 1,293,363.06 |

| TOTAL FUNDS  |              |                                                |              |              |
|--------------|--------------|------------------------------------------------|--------------|--------------|
|              | 5,347.92     | Total Non-GPF                                  | 4,790.50     |              |
|              |              | Total Endowment Funds                          | 99,714.01    |              |
|              | 1,204,996.03 | Accumulated Unrestricted/General Purpose Funds | 1,188,858.55 |              |
| 1,210,343.95 |              | <b>Total Funds</b>                             |              | 1,293,363.06 |

| RESTRICTED FUNDS |          |                                                |          |          |
|------------------|----------|------------------------------------------------|----------|----------|
|                  | 2,086.34 | Officers Dinner Club                           | 1,724.92 |          |
|                  | -100.00  | Battlefield Tour                               | 608.00   |          |
|                  | 580.00   | Annual Dinner                                  | 1,080.00 |          |
|                  | 1,290.00 | Apprentice College Reunions                    | 0.00     |          |
|                  | 1,491.58 | Brig Bernard Fullerton Memorial                | 1,377.58 |          |
| 5,347.92         |          | <b>Total Restricted/Specific Purpose Funds</b> |          | 4,790.50 |

| GENERAL PURPOSE FUND |              |                                                      |              |              |
|----------------------|--------------|------------------------------------------------------|--------------|--------------|
|                      | 1,300,624.49 | Balance as per last Balance Sheet                    | 1,204,996.03 |              |
|                      |              | Add Excess of Income                                 | 3,154.80     |              |
|                      | 2,930.94     | Deduct Excess of Expenditure                         |              |              |
|                      | -92,697.52   | Unrealised Gain (Loss) on investments                | 80,421.73    |              |
| 1,204,996.03         |              | <b>Accumulated Unrestricted/General Purpose Fund</b> |              | 1,288,572.56 |

A2

| Payments                                                  | Current Period (2021) | Previous Period (2020) | Receipts                               | Current Period (2021) | Previous Period (2020) |
|-----------------------------------------------------------|-----------------------|------------------------|----------------------------------------|-----------------------|------------------------|
| <b><u>MEMBERSHIP &amp; SOCIAL ACTIVITIES</u></b>          |                       |                        | <b><u>VOLUNTARY INCOME</u></b>         |                       |                        |
| Grants to Branches                                        | £6,562.70             | £1,630.57              | Membership Income                      | £70.00                | £140.00                |
| Grants to Sporting Branches                               | £8,685.00             | £0.00                  | Donations from Members                 | £20,436.24            | £16,202.63             |
| Membership & Trustees Meeting and Reception               | £2,692.35             | £0.00                  | Gift Aid Recovered on Donations & Subs | £4,755.55             | £3,318.85              |
| Summer Party                                              | £0.00                 | £0.00                  | Legacy Income                          | £45.04                | £500.00                |
| Annual Dinner & Reunion                                   | £0.00                 | £0.00                  |                                        |                       |                        |
| Battlefield Tour                                          | £0.00                 | £0.00                  | <b><u>INVESTMENT INCOME</u></b>        |                       |                        |
| RAPC "Down Under"                                         | -                     | £2,000.00              | Association: Charishare                | £34,906.95            | £24,493.06             |
| Apprentice Reunions                                       | £2,510.00             | -                      | Charitable Fund: Charinco              | £3,256.84             | £3,438.71              |
| Wakefield Event (Deposit re 2022)                         | £100.00               | -                      | Realised Proceeds of Investment Sale   | £30,000.00            | £15,000.00             |
| Trustee Attendance at Branch Events                       | £35.00                |                        |                                        |                       |                        |
| <b><u>REMEMBRANCE, COMMEMORATIVE &amp; BENEVOLENT</u></b> |                       |                        | <b><u>OTHER INCOMING RESOURCES</u></b> |                       |                        |
| Flowers & Funeral Donations                               | £765.50               | £828.00                | Interest on Cash Deposits              | £2.27                 | £3.34                  |
| Christmas & Birthday Gifts for In-Pensioners              | £75.00                | £75.00                 | Returned Welfare Grants                | £521.87               | £750.00                |
| Field of Remembrance & Remembrance Sunday                 | £1,901.79             | £1,624.00              | Stock Sales                            | £228.37               | £445.00                |
| NMA Plaque for RAPC Grove of Trees                        | -                     | £48.00                 | Returned Branch Grants                 | -                     | £736.38                |
| Repairs to Memorials                                      | £336.00               | -                      | GPF Transfer re ODC                    | £90.00                | £95.00                 |
| Falkland Islands Memorial Plaque                          | £1,500.00             | -                      | GPF Xfers In re App Coll No-Shows      | £50.00                |                        |
|                                                           |                       |                        | GPF Xfers In re Batt Tour              |                       | £37.00                 |
| <b><u>WELFARE ACTIVITIES</u></b>                          |                       |                        |                                        |                       |                        |
| Individual Welfare Grants                                 | £5,978.84             | £9,979.76              |                                        |                       |                        |
| Holiday Grants                                            | -                     | -                      |                                        |                       |                        |
| <b><u>COMMUNICATION COSTS</u></b>                         |                       |                        |                                        |                       |                        |
| Primrose and Blue (incl postage, printing & design)       | £5,269.42             | £4,824.00              |                                        |                       |                        |
| Database                                                  | £876.00               | £1,438.74              |                                        |                       |                        |
| Website - RAPC-Association.org.uk                         | £229.20               | -                      |                                        |                       |                        |
| Other Printing Costs                                      | £2,041.20             | -                      |                                        |                       |                        |
| Postage                                                   | £1,036.11             | £998.59                |                                        |                       |                        |
| Advertising & Marketing Materials                         | £1,092.20             | £63.87                 |                                        |                       |                        |
| <b><u>INSURANCE</u></b>                                   |                       |                        |                                        |                       |                        |
| Public Liability Insurance                                |                       |                        |                                        |                       |                        |
| Trustee Liability Insurance                               | £1,037.21             | £1,013.15              |                                        |                       |                        |
| <b><u>GOVERNANCE &amp; OTHER</u></b>                      |                       |                        |                                        |                       |                        |
| Conferencing Arrangements                                 | £699.25               | £649.25                |                                        |                       |                        |
| Administration                                            | £42,225.00            | £38,665.00             |                                        |                       |                        |
| Travel Claims                                             | £3,130.27             | £1,047.87              |                                        |                       |                        |
| Professional Fees / COBSEO / ICO                          | £40.00                | £40.00                 |                                        |                       |                        |
| Presentation Items                                        | £609.02               | £107.92                |                                        |                       |                        |
| Stock Purchase for Re-Sale                                | £591.00               | £657.00                |                                        |                       |                        |
| Storage, Archive, Stationery & Repairs                    | £562.43               | £932.33                |                                        |                       |                        |
| IT Backup and User Licenses                               | £627.84               | £531.84                |                                        |                       |                        |
| GPF Xfers Out                                             |                       |                        |                                        |                       |                        |
| GPF Xfers Out re Battlefield Tour                         |                       | £336.00                |                                        |                       |                        |
| GPF Xfers Out re Opening Balance Correction               |                       | £600.02                |                                        |                       |                        |
| <b>TOTAL EXPENDITURE</b>                                  | <b>£91,208.33</b>     | <b>£68,090.91</b>      | <b>TOTAL INCOME</b>                    | <b>£94,363.13</b>     | <b>£65,159.97</b>      |
| <b>EXCESS OF INCOME</b>                                   | <b>£3,154.80</b>      |                        | <b>EXCESS OF EXPENDITURE</b>           |                       | <b>£2,930.94</b>       |
| <b>GRAND TOTALS</b>                                       | <b>£94,363.13</b>     | <b>£68,090.91</b>      | <b>GRAND TOTALS</b>                    | <b>£94,363.13</b>     | <b>£68,090.91</b>      |

| <i>Officers' Dinner Club</i>   |                       |                        |                              |                       |                        |
|--------------------------------|-----------------------|------------------------|------------------------------|-----------------------|------------------------|
| <b>Opening Balance</b>         | <b>£2,086.34</b>      |                        |                              |                       |                        |
| Payments                       | Current Period (2021) | Previous Period (2020) | Receipts                     | Current Period (2021) | Previous Period (2020) |
| <u>Cost of Activities</u>      |                       |                        | <u>INCOME</u>                |                       |                        |
| Curry Lunch                    | £1,066.42             |                        | Curry Lunch                  | £785.00               | £300.00                |
| SPS Annual Dinner              | £90.00                | £259.09                | Donation P Keating           | £100.00               |                        |
| R BALL GPF XFER RE SPS         | £15.00                | £20.00                 |                              |                       |                        |
| REFUNDS RE CURRY               | -                     | £180.00                |                              |                       |                        |
| Admin Levy - Transfer to GPF   | £75.00                | £75.00                 |                              |                       |                        |
| <b>Total Expenditure</b>       | <b>£1,246.42</b>      | <b>£534.09</b>         | <b>Total Income</b>          | <b>£885.00</b>        | <b>£300.00</b>         |
| <b>Excess of Income</b>        |                       |                        | <b>Excess of Expenditure</b> | <b>£361.42</b>        | <b>£234.09</b>         |
| <b>Grand Total</b>             | <b>£1,246.42</b>      | <b>£534.09</b>         | <b>Grand Total</b>           | <b>£1,246.42</b>      | <b>£534.09</b>         |
| <b>Balance Carried Forward</b> | <b>£1,724.92</b>      |                        |                              |                       |                        |

| <i>Bernard Fullerton Memorial</i> |                       |                        |                         |                       |                        |
|-----------------------------------|-----------------------|------------------------|-------------------------|-----------------------|------------------------|
| <b>Opening Balance</b>            | <b>£1,491.58</b>      |                        |                         |                       |                        |
| Payments                          | Current Period (2021) | Previous Period (2020) | Receipts                | Current Period (2021) | Previous Period (2020) |
| <u>Cost of Activities</u>         |                       |                        | <u>VOLUNTARY INCOME</u> |                       |                        |
| Port for October Reception        | £114.00               | £0.00                  | Income                  | £0.00                 | £0.00                  |
| <b>Total Expenditure</b>          | <b>£114.00</b>        | <b>£0.00</b>           | <b>Total Income</b>     | <b>£0.00</b>          | <b>£0.00</b>           |
| <b>Balance Carried Forward</b>    | <b>£1,377.58</b>      |                        |                         |                       |                        |

| <i>Battlefield Tour Fund</i>   |                       |                        |                               |                       |                        |
|--------------------------------|-----------------------|------------------------|-------------------------------|-----------------------|------------------------|
| <b>Opening Balance</b>         | <b>-£100.00</b>       |                        |                               |                       |                        |
| Payments                       | Current Period (2021) | Previous Period (2020) | Receipts                      | Current Period (2021) | Previous Period (2020) |
| <u>Cost of Activities</u>      |                       |                        | <u>INCOME</u>                 |                       |                        |
| Invoices Paid                  | £800.00               | £2,877.00              | Funds from Passengers re 2021 | £1,508.00             | £2,050.00              |
| Correcting Xfers to GPF        |                       | £37.00                 | Funds from Passengers re 2022 |                       |                        |
|                                |                       |                        | Correcting Xfer from GPF      |                       | £336.00                |
| <b>Total Expenditure</b>       | <b>£800.00</b>        | <b>£2,914.00</b>       | <b>Total Income</b>           | <b>£1,508.00</b>      | <b>£2,386.00</b>       |
| <b>Balance Carried Forward</b> | <b>£608.00</b>        |                        |                               |                       |                        |

| <i>Apprentice College Reunions - 3rd/4th September 2021 (postponed from 2020)</i> |                       |                        |                         |                       |                        |
|-----------------------------------------------------------------------------------|-----------------------|------------------------|-------------------------|-----------------------|------------------------|
| <b>Opening Balance</b>                                                            | <b>£1,290.00</b>      |                        |                         |                       |                        |
| Payments                                                                          | Current Period (2021) | Previous Period (2020) | Receipts                | Current Period (2021) | Previous Period (2020) |
| <u>Cost of Activities</u>                                                         |                       |                        | <u>VOLUNTARY INCOME</u> |                       |                        |
| Xfer to GPF re No-Shows                                                           | £50.00                |                        |                         |                       |                        |
| Ticket Printing                                                                   | £36.00                |                        | Xfer Sub from GPF       | £2,510.00             |                        |
| Invoices Paid                                                                     | £5,639.00             | £0.00                  | Income                  | £1,925.00             | £1,290.00              |
| Total Expenditure                                                                 | £5,725.00             | £0.00                  | Total Income            | £4,435.00             | £1,290.00              |
| <b>Balance Carried Forward</b>                                                    | <b>£0.00</b>          |                        |                         |                       |                        |

| <i>Annual Dinner - Postponed (22nd April 2022)</i> |                       |                        |                         |                       |                        |
|----------------------------------------------------|-----------------------|------------------------|-------------------------|-----------------------|------------------------|
| <b>Opening Balance</b>                             | <b>£580.00</b>        |                        |                         |                       |                        |
| Payments                                           | Current Period (2021) | Previous Period (2020) | Receipts                | Current Period (2021) | Previous Period (2020) |
| <u>Cost of Activities</u>                          |                       |                        | <u>VOLUNTARY INCOME</u> |                       |                        |
| Refunds                                            | £20.00                | £80.00                 |                         |                       |                        |
| Cost of Dinner                                     | -                     |                        | Income                  | £520.00               | £560.00                |
| Total Expenditure                                  | £20.00                | £80.00                 | Total Income            | £520.00               | £560.00                |
| <b>Balance Carried Forward</b>                     | <b>£1,080.00</b>      |                        |                         |                       |                        |

**Capital Values**

| <b><u>ASSOCIATION</u></b>           | <b><u>HOLDING</u></b> | <b><u>31-Dec-18</u></b>    | <b><u>31-Dec-19</u></b>    | <b><u>31-Dec-20</u></b>    | <b><u>31-Dec-21</u></b>    |
|-------------------------------------|-----------------------|----------------------------|----------------------------|----------------------------|----------------------------|
|                                     |                       |                            |                            |                            |                            |
| BLK Charities UK Equity Fund A Inc* | 169,369.01            | 1,031,146.33               | 1,189,448.45               | 1,093,276.96               | 1,180,918.05               |
|                                     |                       |                            |                            |                            |                            |
| <b><u>CHARITABLE FUND</u></b>       |                       |                            |                            |                            |                            |
|                                     |                       |                            |                            |                            |                            |
| BLKUK Charities UK Bond Fund A Inc  | 54,280.90             | 100,962.47                 | 103,459.40                 | 106,933.37                 | 99,714.01                  |
|                                     |                       |                            |                            |                            |                            |
|                                     |                       |                            |                            |                            |                            |
| <b>INVESTMENTS TOTAL (A+B)</b>      |                       | <b><u>1,132,108.80</u></b> | <b><u>1,292,907.85</u></b> | <b><u>1,200,210.33</u></b> | <b><u>1,280,632.06</u></b> |

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**Income Payments**

| <b><u>ASSOCIATION</u></b>           |  | <b><u>2018</u></b>      | <b><u>2019</u></b>      | <b><u>2020</u></b>      | <b><u>2021</u></b>      |
|-------------------------------------|--|-------------------------|-------------------------|-------------------------|-------------------------|
|                                     |  |                         |                         |                         |                         |
| BLK Charities UK Equity Fund A Inc* |  | <u>33,333.37</u>        | <u>33,150.06</u>        | <u>24,493.06</u>        | <u>34,906.95</u>        |
|                                     |  |                         |                         |                         |                         |
|                                     |  |                         |                         |                         |                         |
| <b><u>CHARITABLE FUND</u></b>       |  |                         |                         |                         |                         |
|                                     |  |                         |                         |                         |                         |
| BLKUK Charities UK Bond Fund A Inc  |  | 4,342.48                | 4,342.48                | 3,438.71                | 3,256.84                |
|                                     |  |                         |                         |                         |                         |
|                                     |  |                         |                         |                         |                         |
| <b>GRAND TOTAL</b>                  |  | <b><u>37,675.85</u></b> | <b><u>37,492.54</u></b> | <b><u>27,931.77</u></b> | <b><u>38,163.79</u></b> |

\*units were sold during the year resulting in net proceeds of £30,000.



**ARMY**

**INDEPENDENT EXAMINATION OF  
THE ROYAL ARMY PAY CORPS (RAPC)  
REGIMENTAL ASSOCIATION FUNDS  
FOR THE YEAR ENDING 31 DECEMBER 2021**

Prepared by

**MANAGEMENT ACCOUNTANCY  
SERVICES (ARMY)**

# INDEPENDENT EXAMINATION OF THE RAPC REGIMENTAL ASSOCIATION FUNDS FOR THE YEAR ENDING 31 DEC 21

## DOCUMENT INFORMATION

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## DOCUMENT AUTHORISATION

|                              |                                                             |                                                         |
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| Document Authoriser:         | Maj PN Carcone                                              | SO2 Prog Man, MAS(A)                                    |
| Date Authorised:             | 21 Jun 22                                                   |                                                         |
| Document Author:             | SSgt P Rai                                                  | Management Accountant                                   |
| Report Quality Review Panel: | Lt Col AM McTaggart<br>Maj PN Carcone<br>WO1 (SSM) M O'Mara | SO1 Head MAS(A)<br>SO2 Prog Mgr MAS(A)<br>WO1 Technical |

## COST MODEL AND MDAL VERIFICATION

|                                           |     |                       |
|-------------------------------------------|-----|-----------------------|
| Cost Analysis Model and MDAL Verified By: | N/A | WO1 Technical         |
| Date Verified:                            |     |                       |
| Cost Analysis Model and MDAL Author:      | N/A | Management Accountant |

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**INDEPENDENT EXAMINATION OF THE RAPC REGIMENTAL ASSOCIATION FUNDS  
FOR THE YEAR ENDING 31 DEC 21**

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# INDEPENDENT EXAMINATION OF THE RAPC REGIMENTAL ASSOCIATION FUNDS FOR THE YEAR ENDING 31 DEC 21

## Introduction

1. This report has been prepared by Management Accountancy Services (Army) (MAS(A)) on behalf of the Chairman of the RAPC Regimental Association. The RAPC Regimental Association remain the sponsor and are the authority to whom any queries should be addressed.

## Background

2. The RAPC Regimental Association Funds comprises the RAPC Regimental Association and the RAPC Charitable Fund. The latter is a separate charity and is maintained within the accounts of the Association with the approval of the Charity Commission.

3. The fund is registered with the Charities Commission (CC)<sup>1</sup> and the accounts conform to the Statement of Recommended Practice (SORP)<sup>2</sup>.

4. The accounts are maintained on a Receipt and Payments principle under Section 133 of the Charities Act 2011. Oversight and periodic checks are the responsibility of the Finance Committee. As the funds' gross income in the year exceeded £250,000 threshold, there is a requirement to conduct an Independent Examination (IE)<sup>3</sup> of the funds in accordance with Part 8, Section 145 of the Charities Act 2011<sup>4</sup>.

5. **Declaration of propriety and influence.** Head MAS(A) is a trustee and chairman of the RAPC Regimental Association Welfare Committee. The Independent Examiner who is also a member of MAS(A) does not have a close personal relationship with the trustee and, as such no influence has taken place to compromise the Examiner's independence.

6. In order to ensure no undue influence, the MAS(A) Programme Manager is the MAS(A) release authority for this report.

## Aim

7. MAS(A) is to conduct the IE of the RAPC Regimental Association Funds for the year ending 31 Dec 21.

## Approach

8. Eligibility to examine the accounts and conduct an IE as per the thresholds was confirmed whereupon a detailed briefing was received from the RAPC Administrator on the charities constitution, organisation, accounting systems, activities, nature of assets, liabilities, income and expenditure.

9. An examination of the 2020 IE Report was undertaken to establish if observations from that report had been actioned.

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<sup>1</sup> RAPC Regimental Association Fund Charity Registration Number 270477.

<sup>2</sup> [Charities SORP \(FRS 102\)](#).

<sup>3</sup> [Independent examination of charity accounts: Directions and Guidance for Examiners \(CC32\)](#).

<sup>4</sup> [Charities Act 2011 - Examination of accounts, an option for lower-income charities](#).

10. An Examination of the RAPC Regimental Association Annual Report for the year ending 31 December 2021 was conducted in accordance with CC32 as detailed in Annex A<sup>5</sup>. This included a review of the accounting records kept by the Association, a comparison with previous accounting records, and a review of any unusual items.

11. Where necessary, additional explanation was sought from the RAPC Administrator regarding any items or disclosures.

## Findings

12. **IE Report.** The IE established that the requirements of Section 133 of the Charities' Act 2011<sup>6</sup> had been met. The unqualified certification for the IE Report in respect of the RAPC Fund is at Enclosure 1 to Annex A.

13. **Gross Income.** A review of the annual report confirmed that the gross income of the RAPC Association Funds was below the £1M threshold supporting the Receipt and Payment principles of maintaining the account. As at 31 Dec 21, the balances were:

**Table 1 – RAPC Association: Balances as at 31 Dec 21**

| Serial | Fund                        | Gross Income<br>(£) | Gross Assets<br>(£) |
|--------|-----------------------------|---------------------|---------------------|
| (a)    | (b)                         | (c)                 | (d)                 |
| 1      | RAPC Regimental Association | 64,363              | 1,293,363           |

14. **Observations.** Whilst the IE report provides a statement to confirm the operability of the fund within the stipulated CC Accounting and Governance regulations, the following points are made as general observations to the accounts:

a. **Payment authorisation.** The Charity's Delegated Expenditure Limits set parameters for seeking approval prior to making payments by the Administrator. Some payment vouchers which required prior approval were paid without authority from the Treasurer or other Trustees as stipulated in the document.

b. **Travel Claims.** Majority of the travel claims vouchers did not include supporting documents explaining the purpose of the travel. There were also inconsistencies in reimbursement rate used for the motor mileage allowance paid.

c. **Grants to Branches and RAPC Golf society.** Some of the payment vouchers to Branches and RAPC Golf society included receipts from the expenditure, whereas most of the other vouchers were not supported with receipts for the payment.

d. **The RAPC Charitable Fund.** Serial 32 of the Trustees report stipulates that the RAPC Charitable fund is permanently endowed and is only to be used for welfare activities. However, the income from the fund is added to the General Purpose Fund which makes it difficult to track whether the money is used for that specific purpose.

<sup>5</sup> [Independent examination of charity accounts checklist \(CC32a\): A recommended checklist for examiners.](#)

<sup>6</sup> [Charities Act 2011 - Preparation of statement of accounts.](#)

## Recommendations

15. The recommendations following the IE are as follows:

- a. **Review Procedures.** The Charity's rules and procedures are to be followed to provide reasonable safeguards against potential fraud and errors. It is recommended that the delegated expenditure limits are reviewed alongside the development of a clear policy for the accounting of grants paid to Branches. Concurrently, a consistent travel and subsistence policy should be promulgated and adhered to.
- b. **Supporting Paperwork.** The system of accounting and control should be adequately robust to ensure all payments and receipts are supported by appropriate payment vouchers. These vouchers are to be supported with suitable documents explaining its purpose and should include receipts and attendees list for a comprehensive transparency.
- c. **Restricted Fund.** A Restricted Welfare Fund should be considered for the RAPC Charitable Fund and managed through this fund. This will help to ensure that the income is spent directly on welfare activities and provides an audit trail on the use of the fund.

## Conclusion

16. The RAPC Association Fund is operating within the accounting and governance tolerances set by the Charity Commission.

Annex:

A. The Charity Commission's directions on the Independent Examination of Charity Accounts (CC32).

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## THE CHARITY COMMISSION'S DIRECTIONS ON THE INDEPENDENT EXAMINATION OF CHARITY ACCOUNTS

The Charities Commission produce an examiners' guide to IE of Charity Accounts. It is specifically written for Independent Examiners and explains their role and duties in examining the accounts of a charity. In accordance with Section E of the guidance, the 10 specific directions and how they were addressed are as follows:

- a. **Accounting thresholds.** The annual report for the period 1 Jan - 31 Dec 21 was examined to confirm IE thresholds<sup>7</sup> had not been breached.
- b. **Conflict of interest.** There is no conflict of interest that will prevent carrying out the IE of the RAPC accounts.
- c. **Documentation.** Working papers were examined and evidenced.
- d. **Understanding the charity.** The detailed briefs received and the free access to charity documentation have ensured the full understanding of the charity's constitution, organisation, accounting systems and application of resources to undertake the examination.
- e. **Accounting records.** The charity accounting records have been subject to a simple review and appear complete, well organised and consistent with statutory requirements of receipts and payment principles.
- f. **Consistent with accounting records.** A comparison of the charities accounts with the accounting documentation provided, demonstrated that the accounts are consistent.
- g. **Accruals basis of accounting.** Not applicable.
- h. **Accounting policies estimates and judgements.** Not applicable.
- i. **Financial circumstances, going concern and outstanding commitments.** The charity's annual report and financial statements demonstrate the charity's ability to meet its liabilities and achieve its long-term objective.
- j. **Analytical procedures.** An analysis of income, expenditure, assets, and liabilities between the current and previous year was conducted. Where unexpected fluctuations were identified, detailed briefs were received. The fluctuations identified were not deemed to be material and were mainly because of the Covid restrictions.
- k. **Trustees' Annual Report.** Financial references in the Trustees' Annual Report are consistent with the accounts.
- l. **Examiner's report.** The IE report can be found at Enclosure 1.

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<sup>7</sup> [Gross income not to exceed £1M and value of assets not to exceed £3.26M, otherwise a full audit is required.](#)

Enclosure:

1. IE Report to the RAPC Regimental Association fund (270477), dated 21 Jun 22

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE RAPC  
REGIMENTAL ASSOCIATION (A NON-COMPANY CHARITY, REGISTERED 270477)**

I report to the trustees on my examination of the accounts of the Royal Army Pay Corps Regimental Association for the year ended 31 December 2021.

**Responsibilities and basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with the requirement of the Charities Act 2011 ('the Act')

I report in respect of my examination of the Charity's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent Examiner's Statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

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 to enable a proper understanding of the accounts to be reached.

*Original Signed*

Pawan Rai BEng (Hons) ACMA CGMA  
Chartered Institute of Management Accountants  
Management Accountancy Services (Army)  
Army Headquarters, Marlborough Lines, Andover, Hampshire, SP11 8HT  
21 Jun 22

**CHARITIES IN CONNECTION WITH ROYAL ARMY PAY CORPS**

England & Wales - Charity number 270477

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# Accounts

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Registered Charity Number 270477

**REPORT OF THE TRUSTEES AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31 DECEMBER 2020  
FOR THE ROYAL ARMY PAY CORPS REGIMENTAL ASSOCIATION**

## RAPC REGIMENTAL ASSOCIATION FUNDS INDEPENDENT EXAMINATION FOR THE YEAR ENDING 31 DECEMBER 2020 - TECHNICAL OBSERVATIONS

1. MAS(A) was requested to conduct the IE of the RAPC Regimental Association Funds for the year ending 31 December 2020. A full audit of the accounting records was not required and has not been conducted, but a few observations were made by the Independent Examiner for the attention of the Honorary Treasurer and the Finance Committee.
2. In accordance with paragraph 13 of the report, the following point is made as technical observation:
  - a. **Stock Purchases.** During the FY, the Association bought stocks/goods for resale at the cost of £657.00 of which £445.00 was realised through sales; this accounted for 68% of purchases. A similar observation was made on the accounts by the Independent Examiner for the FY 2019, suggesting excessive purchases are being made against the fund.

**Table 1 – RAPC Association: Stock analysis**

| FY   | Stock Purchase<br>(£) | Stock Income<br>(£) | Stock Balance<br>(£) | % of Sales to<br>Purchases |
|------|-----------------------|---------------------|----------------------|----------------------------|
| (a)  | (b)                   | (c)                 | (d)                  | (e)                        |
| 2019 | 793.70                | 345.96              | 447.74               | 43.59                      |
| 2020 | 657.00                | 445.00              | 212.00               | 67.73                      |

It is understood that stock is expensed to the account when purchased and given to the AGC Museum to administer sales. It is not held on an inventory basis that enables unsold stock to be reflected in the accounts. It would be prudent however for the stock management, sales and inventory control process to be reviewed periodically in such circumstances.

3. As the observations were not deemed of material significance by the independent examiner, they have not been included in the examiner's report for the attention of the Charity Commission. The examiner has no reasonable cause to believe that the accounts have not been prepared and maintained in accordance with the Charities Act 2011.

## **THE ROYAL ARMY PAY CORPS REGIMENTAL ASSOCIATION**

### **REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2020**

#### **INTRODUCTION**

1. The Trustees submit this their 73<sup>rd</sup> report and the financial statements for the Royal Army Pay Corps (RAPC) Regimental Association for the year ending 31 December 2020. The Association President and Board of Trustees set the strategy and operating parameters for all activities including the policies for the making of grants, investments and reserves. The day-to-day routine administration is delegated to the 3 Committee Chairmen (Finance, Membership and Welfare) supported by the Association Administrator who is supervised by the Association's Honorary Secretary.

#### **OBJECTS**

2. The objects of the RAPC Association, as laid down in the Rules, are:
- a. To foster and encourage esprit de corps, comradeship and general welfare among all members of the Association.
  - b. To ensure that contact, particularly of a social nature, is maintained between the Association and the members of the Adjutant General's Corps (Staff and Personnel Support Branch), especially with those who formerly served with the RAPC.
  - c. To relieve, by way of financial or any other appropriate assistance, either generally or individually, any person (including dependants), who has had service in the RAPC and who finds himself (or herself) in conditions of need, hardship, or distress.

#### **GOVERNANCE**

3. The Association is a General Charity with a registered number of 270477. The Accounts are shown on pages A1 to A4 of this report. The address for communications is:

RAPC Regimental Association  
c/o 47 St James Road  
Southampton  
SO15 5FD

4. The Rules. The constitution, organisational structure, objects and the methods by which they are attained are as laid down in the Rules which also act as the Charity's governing document.

#### **PUBLIC BENEFIT**

5. The RAPC Association will continue to promote social events and provide welfare support to those in need providing a broad range of support to former RAPC officers and soldiers. The Trustees have established standing committees and pride themselves on their ability to respond rapidly to the changing environment, new and exciting opportunities for social contact and to requests for welfare assistance.

## **RISK MANAGEMENT**

6. The Council of the RAPC Regimental Association actively seeks to mitigate the operational risks associated with the routine management of the Association's affairs through the maintenance of a risk register and the creation of a risk management policy based thereon. Responsibility for the creation and maintenance of the risk register and related risk management policy fall to the Finance Committee.

## **REVIEW OF ACTIVITIES**

7. It is hard to encapsulate in words the impact of the Coronavirus (COVID) pandemic and lockdown arrangements. The Association has complied fully with the ever-changing government's policy but this has resulted in the cancellation of social events and has drastically reduced the numbers of welfare referrals. The pandemic has been particularly hard on the elderly with social isolation leading to mental health issues. Our Branch Chairmen and members have all played their part in maintaining contact with those most vulnerable. There is a running theme throughout this report explaining how COVID has impacted on our activities and membership.

8. The activities carried out in support of the objects, as laid down in the rules, are:

- a. To obtain funds in the form of subscriptions, donations, bequests or gifts of money or other property by means of appeals, public or otherwise.
- b. To apply any assets so obtained in defraying the working expenses of the Association and in creating a capital fund to be applied, with the income, in furtherance of the objects of the Association.
- c. To receive and administer any funds, donations, bequests or other gifts, now or in the future, whether by way of permanent endowment or otherwise, for charitable purposes connected with, or calculated to further, the objects of the Association.
- d. To assist or benefit beneficiaries by way of grant, loan, or other suitable means.
- e. To make grants to any military or civilian charity, or charitable fund or charitable institution existing or hereafter established which, in the opinion of the Council of the Association, directly or indirectly benefits the persons referred to in Paragraph 2 above.
- f. To form and maintain a central office and channel of communication for, and between, all past members of the former Corps and Branch.
- g. To print, publish, issue and circulate any journals, magazines, newspapers, pamphlets or other publications for the information, advantage and benefit of members in connection with the objects of the Association.

## WELFARE SUPPORT

9. Welfare Caseload. The COVID pandemic has prevented the Welfare Committee from holding meetings and therefore all 21 applications for assistance – down from 35 in the 2019 – were considered out of committee. Seventeen grants totalling £9,979.76 were authorised. During the same period, one grant of £750 was refunded because the applicant's health had deteriorated to such an extent that the assistance sought was no longer suitable.

10. Referrals to Other Charities. In a normal year the Association would seek assistance from other charities specifically the ABF The Soldiers Charity and Poppy Scotland. In the previous year this achieved an additional £9447.96 in grants however this year has not only seen a reduction in cases coming forward but also changes to the way these charities operate - no additional funds were granted from the ABF The Soldiers' Charity and there were no cases were eligible for referral to Poppy Scotland.

11. All grants made by the Association have been categorised according to the costliest element of the application. The summary for 2020 is at Table 1 below:

| Category                                                | 2019<br>Cases<br>supported | 2020<br>Cases<br>supported | 2019<br>Welfare<br>Grants <sup>1</sup> | 2020<br>Welfare<br>Grants |
|---------------------------------------------------------|----------------------------|----------------------------|----------------------------------------|---------------------------|
| Rent Arrears / Priority Debts                           | 0                          | 2                          |                                        | £604.76                   |
| EPV's, Wheelchairs, Stairlifts                          | 2                          | 2                          | £2000.00                               | £1830.00                  |
| Clothing / Food Vouchers                                | 2                          | 1                          | £425.00                                | £350.00                   |
| Funerals / Memorials                                    | 4                          | 0                          | £2968.60                               |                           |
| Heating, Home Repairs, Carpets, Painting                | 5                          | 1                          | £3880.00                               | £1000.00                  |
| Home Adaptation                                         | 3                          | 0                          | £2501.19                               |                           |
| Homewares, white/brown goods, tv's etc                  | 5                          | 1                          | £3940.00                               | £700.00                   |
| Nursing Home Fees / Annuities                           | 1                          | 2                          | £1000.00                               | £1700.00                  |
| Other                                                   | 3                          | 2                          | £1625.00                               | £400.00                   |
| Riser-Recliners / Profiling Beds / Specialist Furniture | 2                          | 6                          | £1400.00                               | £3395.00                  |
| <b>Total</b>                                            | <b>27</b>                  | <b>17</b>                  | <b>£19739.79</b>                       | <b>£9979.76</b>           |

Table 1 – Comparison of Welfare Grants in 2020 with the Previous Year

<sup>1</sup> In 2019 the Association also secured £9447.96 from the ABF/RBL/Poppy Scotland whereas this year we have not had the cases to refer to them for help.

12. Summary. The pandemic has dramatically affected the number of cases coming forward from SSAFA and the RBL during 2020 – caseworkers and occupational therapists were unable to undertake home visits and raising cases through telephone calls resulted in lengthy delays to the process. Looking forward, we expect to see an increase in caseload given that:

- a. The RBL has reduced its internal threshold from £500 to £250 before approaching Regimental funds.
- b. The ABF is of the opinion that easing of lockdown restrictions will lead to a sharp increase in the number of welfare cases, in addition to many requests for assistance with re-training and education for those veterans who have lost their employment during the lockdown.
- c. Correspondence from the MoD predicts that the pandemic has led to a bow wave of welfare need building up. Once lockdown restrictions are removed, they predict Service charities, including Regimental Funds, will see a vast increase in demand for support.

## **MEMBERSHIP, REUNIONS AND EVENTS**

13. New Members. Despite the impact of COVID this year, the RAPC Regimental Association continued to attract new members most of whom have had no previous contact with Association activities. Membership is available in 3 classes:

- a. Life Membership – for those who served in the RAPC.
- b. Associate Membership – for those who served alongside the RAPC (WRAC, other units, civil servants, spouses and partners).
- c. Extraordinary Membership – for those who have a particular interest in the RAPC (historians, academics, family members of life members).

The one-off fee for membership in each of the classes was £10. During this year, there were 14 applications for membership, contributing a total of £140 to the general purposes of the RAPC Regimental Association. Seven widows and partners also elected to continue as Associate members of the RAPC Regimental Association.

14. Membership Database. The Association maintains a database which contains at least partial personal, service and address details for 7,142 members which is down from 7,223 at the start of the last period. This reduction was expected as we have lost members and the sterling efforts of volunteers to verify the accuracy of the information held.

15. Data Protection (General Data Protection Regulation). The RAPC Regimental Association is registered with the Office of the Information Commissioner. As a result of the exercise carried out during the previous period, the email addresses for those members who had not actively provided their consent for their storage by the Association were expunged from the database, and the associated user-account for the Members' Area of the Association website was also deleted.

16. Magazine. During the period, the Association produced and distributed one issue of its magazine, Primrose & Blue. Printing and postal circulation was adversely affected by

the COVID pandemic as the company responsible for printing it closed-down pending a repair of one of its machines. The distribution of 2,413 hard copies of the magazine was therefore delayed until late May. Where appropriate, the magazine mailing targeted individuals eligible to attend the Apprentice reunion (now re-scheduled for 2021) and also a reminder to 116 individuals to return a gift aid declaration. Invoices presented for payment during the period totalled £4,824.00. The mean production and postage cost per individual newsletter was £1.95. The number of members who had elected to receive the Primrose and Blue by email was 895, up from 543 for the previous edition. This increase was as a result of the on-going, concerted effort to ensure that members' email addresses held by the Association are accurate.

17. Annual Reunion Dinner and AGM. For only the second time since World War 2, the Annual Reunion Dinner and AGM was not held because of the COVID restrictions on travel and social contact. Refunds were issued to those who requested reimbursement. The balance of these funds held is detailed on page A3 of the accounts.

18. Summer Party. The Annual Summer Party was cancelled because of the COVID restrictions on travel and social contact. The intention is to continue to plan for a Summer event in the future as and when the prevailing conditions permit.

19. Remembrance. Activities arranged around Remembrance by the Branches were significantly curtailed by COVID restrictions. Branch Chairmen and other members were instead encouraged to participate in Civic wreath-laying where possible, or to lay a wreath at another time.

20. Battlefield Tour. A Battlefield Tour based around the theme of Operation Overlord was scheduled to take place in October 2020. The tour, however, did not take place owing to the pandemic. The company who the tour was arranged through agreed to postpone the tour until October 2021 and the funds held on behalf of the passengers who have signed-up are detailed at page A3 of the accounts.

21. RAPC Association in Oz. During March and April, a series of social events for those Association members living in Australia was arranged. Events were organised in Perth, Adelaide but unfortunately the one planned for Sydney had to be cancelled because of COVID.

22. Golf. The RAPC Golf Society was prevented from running any events during the period due to the COVID restrictions. The Golf Society is already planning a full programme in 2021 should lockdown restrictions ease.

23. Apprentices Reunion. There was no reunion for the RAPC Apprentices this year but future events are being planned for when restrictions are lifted.

24. Branches. The Association provides support for a regional branch network currently made up of 15 active branches. The Fide et Fiducia Dining Club also collects monthly subscriptions and holds events in Scotland. Branches are actively encouraged to apply for grants in order to subsidise any social events that they may wish to hold for the benefit of Association members in their area. The ability of Branches to host events during 2020 was severely restricted by COVID restrictions on travel and social contact. Despite this some Branch Chairman managed to organise events and the total amount of subsidies paid to the

Branches during the period was £1,630.57 with minimal activity allowed for almost 9 months.

25. Comparison of Grants with 2019. The Trustees were quick to act on the government's restrictions and all support to events was withdrawn in order to protect the members from the increasing infection rate. Table 2 below shows the impact that COVID restrictions have had on RAPC Regimental Association events – one fifth of the events in a normal year have taken place.

|                             | 2020       |             |             |                  | 2019         |             |             |                  |
|-----------------------------|------------|-------------|-------------|------------------|--------------|-------------|-------------|------------------|
| Branch                      | Att        | Events Held | Grants Made | Total Grants     | Att          | Events Held | Grants Made | Total Grants     |
| Cardiff and S Wales*        | 25         | 1           | 1           | £1,100.00        | 101          | 4           | 4           | £1,100.00        |
| East Anglia (North)         | -          | 0           | -           | -                | 25           | 2           | 2           | £220.00          |
| Fide et Fiducia Dining Club | -          | 0           | -           | -                | 39           | 2           | 2           | £425.00          |
| Gloucester                  | -          | 0           | -           | -                | 41           | 2           | 2           | £263.10          |
| London                      |            | 1           | 0           | -                | 113          | 5           | 2           | £272.81          |
| Kent                        | 13         | 1           | 1           | £80.00           | 77           | 5           | 5           | £575.00          |
| North Wales and Chester     | -          | -           | -           | -                | 24           | 1           | 1           | £312.45          |
| Peterborough                | 49         | 2           | 0           |                  | 38           | 3           | 3           | £386.08          |
| RAPCOB Hull                 | 45         | 2           | 0           |                  | 130          | 6           | 2           | £249.00          |
| RAPCOB Tyne and Wear        | 24         | 1           | 1           | £100.00          | 93           | 4           | 4           | £360.00          |
| Salisbury                   | -          | 0           | -           | -                | 115          | 3           | 2           | £760.00          |
| Scotland                    | 37         | 1           | 1           | £315.00          | 49           | 1           | 1           | £450.00          |
| South Coast                 | 14         | 1           | 1           | £35.57           | 107          | 6           | 1           | £300.00          |
| Taunton                     | -          | -           | -           | -                | 65           | 4           | 4           | £550.00          |
| Worthy Down                 | 7          | 1           | 0           | -                | 44           | 2           | 0           | £0.00            |
| York                        | -          | 0           | -           | -                | 94           | 5           | 3           | £875.00          |
| <b>TOTALS</b>               | <b>214</b> | <b>11</b>   | <b>5</b>    | <b>£1,630.57</b> | <b>1,155</b> | <b>55</b>   | <b>38</b>   | <b>£7,098.44</b> |

Table 2 – Comparison of Social Events in 2020 with the Previous Year.

\*Cardiff & South Wales routinely requests – and receives – its budgeted subsidy in February to facilitate payment of deposits. Any balance will be carried forward to 2021.

26. Summary. This has been a challenging year. Many social and sporting events were cancelled because of the pandemic. The impact of social isolation was mitigated to some degree by many of members keeping in touch with each other by telephone. During the period, the gross expenditure on social events and membership services, including the publication of Primrose & Blue and the Autumn Committees gathering was £8,454.57 – down from £27,342.14 for 2019.

## **PLANS AND EXPECTATIONS**

27. This year we have started a review of our objects in order to allow us to place a permanent monument to the RAPC at the National Memorial Arboretum. Many of our membership feel this is long overdue so looking forward we plan to complete the rewrite, consult the membership, consider their comments and adjust if necessary and then seek to obtain Charity Commission approval. If approved in time, the Association will commence fund raising for this project. The 30<sup>th</sup> anniversary of the disbandment of the RAPC is in 2022 and it would be a great opportunity for a commemoration event alongside the opening of the new RAPC monument.

28. COVID restrictions will continue to impact upon our support to members but as soon as it is safe to do so the Membership Committee will resume the social events. Getting members together is a great way to combat the mental strain of isolation but the Trustees will always place the safety of the members first.

29. On the welfare front, it is too early to gauge the quantity of cases will have been delayed by the pandemic. The Welfare Committee are expecting the worst and have adapted their working practices so that there will be no undue delays in processing the predicted bow wave of cases.

30. Finally, we hope that lockdown restrictions will be lifted to allow an Annual General Meeting to take place. In the meantime, the Association is using our website to deliver key messages to the members. The Association will continue to use technology to operate as long as lockdown persists.

## **FINANCIAL REVIEW**

### **THE ANNUAL ACCOUNTS**

31. The annual accounts for the year 2020 are at Pages A1 to A4.

32. In compliance with the accounting practice for Charities, all changes in investment valuations as at 31st December 2020 are accounted for although no gains or losses are actually made on investments until they mature or are sold. The accounts and the Trustee Annual Report are prepared in accordance with SORP 2005.

33. Summary. There was an operational excess of expenditure over income in unrestricted Association funds of £2,930.94. Accounting for the change in the market value of the investment portfolio as at 31<sup>st</sup> December 2020 of £92,697.52 gives a reduction in general purpose funds of £95,628.46 and a total value of unrestricted RAPC Regimental Association funds of £1,204,996.03.

34. Policy on Reserves. The policy on reserves is to hold sufficient funds in bank accounts to meet the Association's objectives. Drawdowns from the investments are made periodically to maintain sufficient funds to enable the Association to meet its obligations. The Council approved the sale of investments during 2020 to the value of £15,000. As at the 31<sup>st</sup> of December, the RAPC Regimental Association had cash in hand and at bank to the value of £10,133.62 down from £11,176.65 in 2019.

35. Investments. The Association's investments, which are managed by Blackrock Investment Management (UK) Ltd, are detailed on page A4 of the accounts. The policy adopted by the Council was one of a balance between income generation and capital preservation in real terms.

36. Value Added Tax (VAT). The total value of taxable supplies purchased during the period was below the HMRC threshold throughout the period. The Association was consequently unregistered for VAT during the period and the Council does not foresee any change in this regard.

37. The RAPC Charitable Fund. This was a separate charity registered with the Charity Commissioners that, with the approval of the Commissioners, is maintained within the accounts of the Association. The Capital of the RAPC Charitable Fund is permanently-endowed, however its only capital is made up of the investments themselves. With this in mind, Council has agreed an investment policy of income generation. A breakdown of the investments held by the RAPC Charitable Fund is shown on page A4 of the accounts.

## **THE ASSOCIATION'S BANKERS**

38. Throughout the period, the Association operated current accounts with Lloyds and Natwest. They are covered in the provisions of the Financial Services Compensation Scheme and as at the 31<sup>st</sup> December 2019 no balances held were in excess of the compensation limit of £85,000.

## **INDEPENDENT EXAMINATION OF THE ACCOUNTS**

39. The accounts are independently examined by personnel appointed by the Management Accountancy Services (Army), Marlborough Lines, Monxton Road, Andover.

## **INCOME**

40. Main Source of Income. The Association's main sources of income are dividends on investments; donations from members; legacies from individuals and Gift Aid claimed on donations.

## **EXPENDITURE**

41. Governance Costs. The Association met the cost of the conferencing facilities necessary to hold 1 Membership Committee meeting. There were 2 meetings of both the Finance Committee and the Council of Trustees during the period. These costs totalled £649.25 down from £1,454.40 in 2019.

42. Consultant Administrator. The Association uses consultancy support to deliver administrative support. This year the fees paid to the Consultant Administrator were £38,665 down from £42,225 in 2019.

43. Communication Costs. General postage costs over the period were £998.59 up slightly from £998.25 in 2019. The Peterborough Branch and South Coast Branches chose to send a personalised Christmas card to each Branch member but only expenditure of £63.87 had been presented for reimbursement by year end. Total expenditure on communication (except Primrose & Blue, and Website & Database) during the period was therefore £1062.46 down from £1,822.36 in 2019.

44. Insurance. The Association's insurance requirements were met through subscription to a Charity & Community Connect policy brokered by Finch Group and provided by Ansvar. The cost of this policy was £1,013.15 slightly more than the £1,006.52 in 2019.

45. Remembrance. Given the restrictions imposed for the COVID pandemic, the social aspect of gathering at the Field of Remembrance, similar events around the country and mass veteran participation in the Cenotaph March Past on Remembrance Sunday were cancelled for the first time in a century. As usual, however, a number of RAPC badged wreaths were purchased from the RBL Poppy Appeal and Lady Haig's poppy factory which were laid at ceremonies across the country. Total expenditure on Remembrance Activities in 2020 was £1,624.00 down from £2,627.41 in 2019.

46. Memorials – NMA. Further to the application made to the NMA in 2019 for an upgraded plaque to mark the site of the RAPC grove within the Arboretum, a design was finalised during the period and £48 was spent on the services of a graphic designer.

47. Flowers and Donations In-Memoriam. During the period, the RAPC Regimental Association continued to show support for families of departed servicemen the provision of an appropriate flower arrangement in the regimental colours, or a donation of £20 in accordance with family wishes. Total expenditure in this category was £828.00 down slightly from the £837.00 spent in 2019.

48. Database and Website Development. The database is available for use by Branch Chairmen and other volunteers who require access and was developed by BlueBox Ltd of Worcester. BlueBox also provide the hosting for the database and the website [www.rapc-association.org.uk](http://www.rapc-association.org.uk) as well as access to its proprietary content management system. There was no expenditure on the website during the period, however expenditure on business-as-usual aspects of the database including hosting and backup was £1,438.74 down from £2,692.28 in 2019.

49. Christmas Gifts. During the period, the Association provided 3 gifts of £25 cash totalling £75 to the Corps' three in-pensioners at the Royal Hospital, Chelsea which was the same as spent in the previous year.

50. Travel Claims. The Association reimburses volunteer committee members and Trustees for travel costs incurred through their attendance at meetings. Costs reimbursed are standard class rail travel, parking and/or motor mileage at £0.40p per mile. These costs totalled £1,047.87 down significantly from the £5,777.50 refunded in 2019.

51. Presentation Items. Over the period, the cost of two engraved RAPC shields and one floral arrangement were made to former RAPC personnel who had reached their Century. The cost of these special items was £107.92 down from £333.46 in 2019.

52. Technical Support and User Licences. The Association engages the services of Safe Data Storage Ltd which provides a cloud-based storage facility and daily back-up of important documentation which is invoiced quarterly in advance. The Association also pays for a user and tech support licence to use the Paxton Charity Accounting package. The total cost of these services during the period was £531.84 up from £496.80 in 2019.

53. Digital Archive, Storage and Other Supplies. The Association meets the cost of storing some of its heritage information at a location where it can be easily accessed by the Administrator. This year £439.00 was expended on 12 months of self-storage and the costs of moving to a smaller storage space and secure disposal of information that was no longer required. As a result of the reduction in storage space, the Trustees approved expenditure of £375.22 so that all the Gift-Aid declarations hitherto held in hard copy could be scanned. There was also expenditure of £118.11 on stationery items for the franking machine. The total expended on Digital Archive, Storage and other supplies was £932.33 up significantly from the £273.48 expended in 2019.

## MANAGEMENT

54. The Trustees (The Council). The appointed officers and other members of the Council during the report period were:

|                                         |           |
|-----------------------------------------|-----------|
| Lieutenant Colonel EJ Dawson FCMA CGMA  | President |
| Lieutenant Colonel RA Rosenhead MBE FCG | Treasurer |
| Colonel N Dransfield                    | Secretary |
| Mr RA Bonwick                           |           |
| Colonel A Brown                         |           |
| Lieutenant Colonel MJR Cotton MBE       |           |
| Colonel TCL Drake FCMI ACIS             |           |
| Captain PN Hawkins                      |           |
| Mr PA Lloyd                             |           |
| Mr RJ McBlain                           |           |
| Major PM O'Callaghan                    |           |
| Lieutenant Colonel I Pendlebery         |           |
| WO1 SW Roden                            |           |
| Colonel AJ Ward                         |           |
| Lieutenant Colonel RT Ward              |           |

55. Standing Committees. The rules of the RAPC Regimental Association provide for the creation of 3 standing committees responsible to the Council for the management of the charities' affairs and the attainment of the objects. The Council has appointed at least one Trustee to each committee to act as Chairman of that committee and be responsible for reporting its proceedings to the Council. The standing Committees of the RAPC Regimental Association, their membership and responsibilities are covered in the following paragraphs.

56. Finance Committee. The purpose of the Finance Committee is to recommend the investment policy to be followed by the Council; to monitor the performance of funds invested on behalf of the Association; oversight of the Association accounts; to create and maintain standard financial operating procedures; to maintain a risk register; to assist the

consultant administrator in the execution of his duties; to appoint an independent examiner of the accounts. The Finance Committee comprises:

Lieutenant Colonel RA Rosenhead MBE FCG (Chairman & Hon Treasurer)  
Mr RJ McBlain ACMA  
Major PM O'Callaghan  
Lieutenant Colonel CG Head FCMA (co-opted)

57. Welfare Committee. The purpose of the Welfare Committee is to consider and action all requests for welfare assistance received by the Association; to oversee all benevolent activities carried out by the Association, including the management of the Thaxton Holiday Scheme and the maintenance of RAPC links with other benevolent institutions such as the Royal Hospital, Chelsea. The Welfare Committee has a wide range of experience and although on first appearance it would seem to have mostly officers, a large majority of these had full careers as soldiers before being commissioned. The Welfare Committee comprises:

Colonel AJ Ward (Chairman and In-Memoria Officer)  
Lieutenant Colonel MJR Cotton MBE  
Lieutenant Colonel SM Gleed  
Mr PR Goodwin  
Captain PN Hawkins  
Captain SA Innes,  
Major SJP James,  
Colonel DB McCulloch  
Mr DC McKirdy  
Lieutenant Colonel AM McTaggart ACMA  
WO1 SW Roden  
Mr JH Sale

58. Membership Committee. The purpose of the Membership Committee is to be responsible for the efficiency of membership services, communication and social activities. The Membership Committee comprises:

Colonel TCL Drake (Chairman of the Committee and Chair of Salisbury Branch)  
Mr RA Bonwick (Vice-Chair of the Committee and Chair of North Wales / Chester Branch)

And the following Branch Chairmen:

Mr DJ Page (South Coast)  
Mr SJ Jervis (Taunton)  
Mr DJ Cole (Cardiff & S. Wales)  
Captain T Edgar (York from Oct 2019)  
Mr B Atkinson (RAPC Old Boys Tyne & Wear)  
Mr JH Booth (RAPC Old Boys Hull)  
Captain W Forsyth (Scotland)  
Mr C Martin (Fide et Fiducia Dining Club)  
Lieutenant Colonel MJA Lemon (Kent)  
Mr RL Vaughan (London)  
Mr AJ Hobson (East Anglia - North)  
Mr D Grundy (Peterborough)  
Lieutenant Colonel AR Fairclough (Apprentices)

Sports Representative:

Lieutenant Colonel I Pendlebery (Golf)

Website & IT:

Major PF Bamforth

Major N Bayes

## ADMINISTRATOR

59. Administrative Arrangements. Administrative support to the Board of Trustees and all standing committee meetings is provided by a consultant Administrator - Mr Jeremy W Drake – who is retained in order to provide the support required by the Association in order to attain its objects. The fees paid to the Administrator are listed under Governance Costs on page A2 of the Accounts and are at para 42.

## RECRUITMENT AND TRAINING OF TRUSTEES

60. Trustees. Individuals are invited to become a member of the Council by the President, after due consideration by the other Trustees. Trustees ordinarily serve for a term of 5 years and, unless they declare otherwise, shall be available for re-election by the other members of Council.

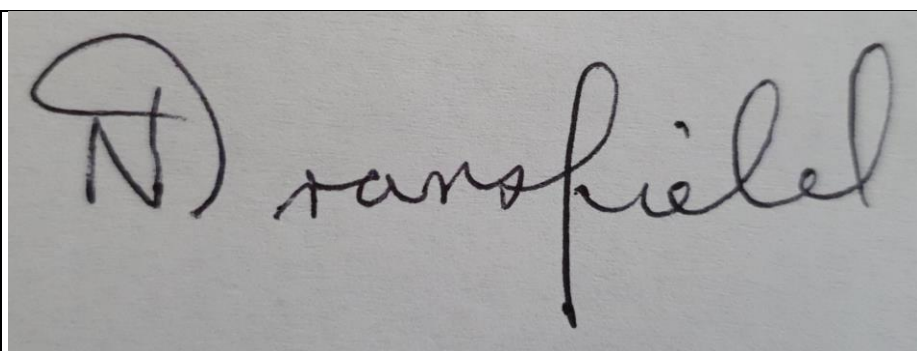
61. Training. Trustees and other members of the standing committees are encouraged to identify opportunities to improve their understanding of Charity Governance and Management. Expenses for training are met by the RAPC Regimental Association. During the report period Lt Col Rosenhead attended the BlackRock Annual Charities Conference.

## DECLARATION

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

Signed on behalf of the charity's trustees

Signature(s)



Full name(s)

Colonel (ret'd) Nigel Dransfield

Position Secretary

Date 25/06/2021

| Previous<br>(£ ) | 2019         | <b>FIXED ASSETS &amp; INVESTMENTS</b>    | 2020         | Current<br>(£ ) |
|------------------|--------------|------------------------------------------|--------------|-----------------|
|                  |              | Capital Property (tangible fixed assets) |              |                 |
|                  | 103,459.40   | Charinco                                 | 106,933.37   |                 |
|                  | 1,189,448.45 | Charishare                               | 1,093,276.96 |                 |
| 1,292,907.85     |              | <b>Total Fixed Assets</b>                |              | 1,200,210.33    |

| <b>CURRENT ASSETS</b> |           |                             |           |              |
|-----------------------|-----------|-----------------------------|-----------|--------------|
|                       | 4.20      | Petty Cash                  | -         |              |
|                       | 11,111.45 | Current Account (Natwest)*  | 10,097.62 |              |
|                       | 61.00     | Current Account (Lloyds)    | 36.00     |              |
|                       | 880.00    | Debtors                     | 0.00      |              |
| 12,056.65             |           | <b>Total Current Assets</b> |           | 10,133.62    |
| 1,304,964.50          |           | <b>Total Assets</b>         |           | 1,210,343.95 |

| <b>CREDITORS</b> |  |                                       |  |              |
|------------------|--|---------------------------------------|--|--------------|
|                  |  |                                       |  |              |
|                  |  | <b>Total Liabilities</b>              |  |              |
| 1,304,964.50     |  | <b>Total Assets Minus Liabilities</b> |  | 1,210,343.95 |

| <b>TOTAL FUNDS</b> |              |                                                |              |              |
|--------------------|--------------|------------------------------------------------|--------------|--------------|
|                    | 4,340.01     | Total Non-GPF                                  | 5,347.92     |              |
|                    |              | Total Endowment Funds                          |              |              |
|                    | 1,300,624.49 | Accumulated Unrestricted/General Purpose Funds | 1,204,996.03 |              |
| 1,304,964.50       |              | <b>Total Funds</b>                             |              | 1,210,343.95 |

| <b>RESTRICTED FUNDS</b> |          |                                                |          |          |
|-------------------------|----------|------------------------------------------------|----------|----------|
|                         | 2,320.43 | Officers Dinner Club                           | 2,086.34 |          |
|                         | 428.00   | Battlefield Tour                               | -100.00  |          |
|                         | 100.00   | Annual Dinner                                  | 580.00   |          |
|                         |          | Apprentice College Reunions                    | 1,290.00 |          |
|                         | 1,491.58 | Brig Bernard Fullerton Memorial                | 1,491.58 |          |
| 4,340.01                |          | <b>Total Restricted/Specific Purpose Funds</b> |          | 5,347.92 |

| <b>GENERAL PURPOSE FUND</b> |              |                                                      |              |              |
|-----------------------------|--------------|------------------------------------------------------|--------------|--------------|
|                             | 1,142,167.16 | Balance as per last Balance Sheet                    | 1,300,624.49 |              |
|                             |              | Add Excess of Income                                 |              |              |
|                             | 2,341.72     | Deduct Excess of Expenditure                         | 2,930.94     |              |
|                             | 160,799.05   | Unrealised Gain (Loss) on investments                | -92,697.52   |              |
| 1,300,624.49                |              | <b>Accumulated Unrestricted/General Purpose Fund</b> |              | 1,204,996.03 |

\*Reconciled Balance - includes unrepresented cheque for £25

| Payments                                            | Current Period (2020) | Previous Period (2019) | Receipts                               | Current Period (2020) | Previous Period (2019) |
|-----------------------------------------------------|-----------------------|------------------------|----------------------------------------|-----------------------|------------------------|
| <b>MEMBERSHIP &amp; SOCIAL ACTIVITIES</b>           |                       |                        | <b>VOLUNTARY INCOME</b>                |                       |                        |
| Grants to Branches                                  | £1,630.57             | £8,038.44              | Membership Income                      | £140.00               | £130.00                |
| Grants to Sporting Branches                         | £0.00                 | £5,660.00              | Donations from Members                 | £16,202.63            | £15,922.16             |
| Membership & Trustees Meeting and Reception         | £0.00                 | £2,902.75              | Gift Aid Recovered on Donations & Subs | £3,318.85             | £5,418.90              |
| Summer Party                                        | £0.00                 | £1,829.28              | Legacy Income                          | £500.00               | £2,240.78              |
| Annual Dinner & Reunion                             | £0.00                 | £1,706.00              |                                        |                       |                        |
| Battlefield Tour                                    | £0.00                 | £2,000.00              | <b>INVESTMENT INCOME</b>               |                       |                        |
| RAPC "Down Under"                                   | £2,000.00             | -                      | Association: Charishare                | £24,493.06            | £33,150.06             |
| Intake 60 Reunion                                   | -                     | £245.07                | Charitable Fund: Charinco              | £3,438.71             | £4,342.48              |
| Kohima Platoon Reunion                              | -                     | £236.00                | Realised Proceeds of Investment Sale   | £15,000.00            | £45,500.00             |
| <b>REMEMBRANCE, COMMEMORATIVE &amp; BENEVOLENT</b>  |                       |                        | <b>OTHER INCOMING RESOURCES</b>        |                       |                        |
| Flowers & Funeral Donations                         | £828.00               | £837.00                | Interest on Cash Deposits              | £3.34                 |                        |
| Christmas & Birthday Gifts for In-Pensioners        | £75.00                | £75.00                 | Returned Welfare Grants                | £750.00               | £981.79                |
| Field of Remembrance & Remembrance Sunday*          | £1,624.00             | £2,627.41              | Stock Sales                            | £445.00               | £345.96                |
| NMA Plaque for RAPC Grove of Trees                  | £48.00                | £600.00                | Returned Branch Grants                 | £736.38               |                        |
| <b>WELFARE ACTIVITIES</b>                           |                       |                        | GPF BAL ADJUSTMENT RE BATT TOUR        |                       | £206.00                |
| Individual Welfare Grants                           | £9,979.76             | £19,739.79             | GPF Transfer re ODC                    | £95.00                | £75.00                 |
| Holiday Grants                                      | -                     | £1,350.00              | GPF Xfers In                           |                       | £317.00                |
| <b>COMMUNICATION COSTS</b>                          |                       |                        | GPF Xfers In re Batt Tour              | £37.00                |                        |
| Primrose and Blue (incl postage, printing & design) | £4,824.00             | £4,724.60              |                                        |                       |                        |
| Database                                            | £1,438.74             | £1,187.98              |                                        |                       |                        |
| Website - RAPC-Association.org.uk                   | -                     | £1,504.30              |                                        |                       |                        |
| Other Printing Costs                                | -                     | £168.51                |                                        |                       |                        |
| Postage                                             | £998.59               | £998.25                |                                        |                       |                        |
| Advertising & Marketing Materials                   | £63.87                | £655.60                |                                        |                       |                        |
| Questionnaire Printing & Distribution               | -                     | £1,266.01              |                                        |                       |                        |
| <b>INSURANCE</b>                                    |                       |                        |                                        |                       |                        |
| Public Liability Insurance                          |                       |                        |                                        |                       |                        |
| Trustee Liability Insurance                         | £1,013.15             | £1,006.52              |                                        |                       |                        |
| <b>GOVERNANCE &amp; OTHER</b>                       |                       |                        |                                        |                       |                        |
| Conferencing Arrangements                           | £649.25               | £1,454.40              |                                        |                       |                        |
| Administration                                      | £38,665.00            | £42,225.00             |                                        |                       |                        |
| Travel Claims                                       | £1,047.87             | £5,777.50              |                                        |                       |                        |
| Professional Fees / COBSEO / ICO                    | £40.00                | £100.00                |                                        |                       |                        |
| Presentation Items                                  | £107.92               | £333.46                |                                        |                       |                        |
| Stock Purchase for Re-Sale                          | £657.00               | £793.70                |                                        |                       |                        |
| Storage, Archive, Stationery & Repairs              | £932.33               | £273.48                |                                        |                       |                        |
| IT Backup and User Licenses                         | £531.84               | £496.80                |                                        |                       |                        |
| Bank Charges                                        |                       | £60.00                 |                                        |                       |                        |
| GPF Xfers Out                                       |                       | £99.00                 |                                        |                       |                        |
| GPF Xfers Out re Battlefield Tour                   | £336.00               |                        |                                        |                       |                        |
| GPF Xfers Out re Opening Balance Correction         | £600.02               |                        |                                        |                       |                        |
| <b>TOTAL EXPENDITURE</b>                            | <b>£68,090.91</b>     | <b>£110,971.85</b>     | <b>TOTAL INCOME</b>                    | <b>£65,159.97</b>     | <b>£108,630.13</b>     |
| <b>EXCESS OF INCOME</b>                             |                       |                        | <b>EXCESS OF EXPENDITURE</b>           | <b>£2,930.94</b>      | <b>£2,341.72</b>       |
| <b>GRAND TOTALS</b>                                 | <b>£68,090.91</b>     | <b>£110,971.85</b>     | <b>GRAND TOTALS</b>                    | <b>£68,090.91</b>     | <b>£110,971.85</b>     |

\* Due to the pandemic, there were no catered gatherings related to the Field of Remembrance

" The adjustments over the last two years are a result of difficulties in reconciling the Battlefield Tour. It stems from an erroneous opening balance in 2018. The sum total of the relevant adjustments is £476.02 and the size of the error due to a missing (negative) balance is £492. -£15.98 was written off.

| Army vs Navy Tickets (Debtors) |                       |                        |                   |                       |                        |
|--------------------------------|-----------------------|------------------------|-------------------|-----------------------|------------------------|
| Opening Balance                | -£880.00              |                        |                   |                       |                        |
| Payments                       | Current Period (2020) | Previous Period (2019) | Receipts          | Current Period (2020) | Previous Period (2019) |
| Cost of Activities             |                       |                        | INCOME            |                       |                        |
| Cost of Tickets via AGC        |                       | £2,000.00              | Ticket Sales 2019 |                       | £935.00                |
| Refunds issued to Members      | £1,880.00             |                        | Ticket Sales 2020 | £760.00               | £1,120.00              |
|                                |                       |                        | Xfer re Op Bal    |                       | £30.00                 |
|                                |                       |                        | Correction        |                       |                        |
|                                |                       |                        | Refund from AGC   | £2,000.00             |                        |
| Total Expenditure              | £1,880.00             | £2,000.00              | Total Income      | £2,760.00             | £2,085.00              |
| Balance Carried Forward        | £0.00                 |                        |                   |                       |                        |

| Officers' Dinner Club        |           |           |                       |         |           |
|------------------------------|-----------|-----------|-----------------------|---------|-----------|
| Opening Balance              | £2,320.43 |           |                       |         |           |
| Payments                     | 2020      | 2019      | Receipts              | 2020    | 2019      |
| Cost of Activities           |           |           | INCOME                |         |           |
| Curry Lunch                  |           | £1,509.32 | Curry Lunch           | £300.00 | £765.00   |
| SPS Annual Dinner            | £259.09   | £180.84   |                       |         |           |
| R BALL GPF XFER RE SPS       | £20.00    |           |                       |         |           |
| REFUNDS RE CURRY             | £180.00   |           |                       |         |           |
| Admin Levy - Transfer to GPF | £75.00    | £75.00    |                       |         |           |
| Total Expenditure            | £534.09   | £1,765.16 | Total Income          | £300.00 | £765.00   |
| Excess of Income             |           |           | Excess of Expenditure | £234.09 | £1,000.16 |
| Grand Total                  | £534.09   | £1,765.16 | Grand Total           | £534.09 | £1,765.16 |
| Balance Carried Forward      | £2,086.34 |           |                       |         |           |

| Bernard Fullerton Memorial |                       |                        |                  |                       |                        |
|----------------------------|-----------------------|------------------------|------------------|-----------------------|------------------------|
| Opening Balance            | £1,491.58             |                        |                  |                       |                        |
| Payments                   | Current Period (2020) | Previous Period (2019) | Receipts         | Current Period (2020) | Previous Period (2019) |
| Cost of Activities         |                       |                        | VOLUNTARY INCOME |                       |                        |
| Port for October Reception | £0.00                 | £90.00                 | Income           | £0.00                 | £0.00                  |
| Total Expenditure          | £0.00                 | £90.00                 | Total Income     | £0.00                 | £0.00                  |
| Balance Carried Forward    | £1,491.58             |                        |                  |                       |                        |

| <i>Battlefield Tour Fund</i>         |                       |                        |                               |                       |                        |
|--------------------------------------|-----------------------|------------------------|-------------------------------|-----------------------|------------------------|
| <b>Opening Balance</b>               | <b>£428.00</b>        |                        |                               |                       |                        |
| Payments                             | Current Period (2020) | Previous Period (2019) | Receipts                      | Current Period (2020) | Previous Period (2019) |
| <u>Cost of Activities</u>            |                       |                        | <u>INCOME</u>                 |                       |                        |
| Invoices Paid                        | £2,877.00             | £11,185.00             | Funds from Passengers re 2020 | £2,050.00             | £727.00                |
| Xfer to GPF re Op Balance Correction |                       | £206.00                | Funds from Passengers re 2019 |                       | £8,695.00              |
| Correcting Xfers to GPF              | £37.00                |                        | GPF Xfer re Subsidy           |                       | £2,000.00              |
|                                      |                       |                        | Correcting Xfer from GPF      | £336.00               |                        |
| Total Expenditure                    | £2,914.00             | £11,391.00             | Total Income                  | £2,386.00             | £11,422.00             |
| <b>Balance Carried Forward</b>       | <b>-£100.00</b>       |                        |                               |                       |                        |

| <i>Apprentice College Reunions - 3rd/4th September 2021 (postponed)</i> |                       |                        |                         |                       |                        |
|-------------------------------------------------------------------------|-----------------------|------------------------|-------------------------|-----------------------|------------------------|
| <b>Opening Balance</b>                                                  | <b>£0.00</b>          |                        |                         |                       |                        |
| Payments                                                                | Current Period (2020) | Previous Period (2019) | Receipts                | Current Period (2020) | Previous Period (2019) |
| <u>Cost of Activities</u>                                               |                       |                        | <u>VOLUNTARY INCOME</u> |                       |                        |
| Invoices Paid                                                           | £0.00                 | £0.00                  | Income                  | £1,290.00             | £0.00                  |
| Total Expenditure                                                       | £0.00                 | £0.00                  | Total Income            | £1,290.00             | £0.00                  |
| <b>Balance Carried Forward</b>                                          | <b>£1,290.00</b>      |                        |                         |                       |                        |

| <i>Annual Dinner</i>           |                       |                        |                         |                       |                        |
|--------------------------------|-----------------------|------------------------|-------------------------|-----------------------|------------------------|
| <b>Opening Balance</b>         | <b>£100.00</b>        |                        |                         |                       |                        |
| Payments                       | Current Period (2020) | Previous Period (2019) | Receipts                | Current Period (2020) | Previous Period (2019) |
| <u>Cost of Activities</u>      |                       |                        | <u>VOLUNTARY INCOME</u> |                       |                        |
| Refunds                        | £80.00                |                        |                         |                       |                        |
| Printing                       | -                     | £48.00                 | Xfer from GPF (Sub)     |                       | £1,706.00              |
| Cost of Dinner                 | -                     | £3,438.00              | Income                  | £560.00               | £1,880.00              |
| Total Expenditure              | £80.00                | £3,486.00              | Total Income            | £560.00               | £3,586.00              |
| <b>Balance Carried Forward</b> | <b>£580.00</b>        |                        |                         |                       |                        |

**Capital Values**

| <b><u>ASSOCIATION</u></b>           | <b><u>HOLDING</u></b> | <b><u>31-Dec-16</u></b>    | <b><u>31-Dec-17</u></b>    | <b><u>31-Dec-18</u></b>    | <b><u>31-Dec-19</u></b>    | <b><u>31-Dec-20</u></b>    |
|-------------------------------------|-----------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| BLK Charities UK Equity Fund A Inc* | 169,369.01            | 1,130,078.69               | 1,207,453.62               | 1,031,146.33               | 1,189,448.45               | 1,093,276.96               |
| <b><u>CHARITABLE FUND</u></b>       |                       |                            |                            |                            |                            |                            |
| BLKUK Charities UK Bond Fund A Inc  | 54,280.90             | 107,367.62                 | 105,902.04                 | 100,962.47                 | 103,459.40                 | 106,933.37                 |
| <b>INVESTMENTS TOTAL (A+B)</b>      |                       | <b><u>1,237,446.31</u></b> | <b><u>1,313,355.66</u></b> | <b><u>1,132,108.80</u></b> | <b><u>1,292,907.85</u></b> | <b><u>1,200,210.33</u></b> |

**Income Payments**

| <b><u>ASSOCIATION</u></b>           |  | <b><u>2016</u></b>      | <b><u>2017</u></b>      | <b><u>2018</u></b>      | <b><u>2019</u></b>      | <b><u>2020</u></b>      |
|-------------------------------------|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| BLK Charities UK Equity Fund A Inc* |  | <u>29,590.45</u>        | <u>32,154.33</u>        | <u>33,333.37</u>        | <u>33,150.06</u>        | <u>24,493.06</u>        |
| <b><u>CHARITABLE FUND</u></b>       |  |                         |                         |                         |                         |                         |
| BLKUK Charities UK Bond Fund A Inc  |  | 4,342.48                | 4,342.48                | 4,342.48                | 4,342.48                | 3,438.71                |
| <b>GRAND TOTAL</b>                  |  | <b><u>33,932.93</u></b> | <b><u>36,496.81</u></b> | <b><u>37,675.85</u></b> | <b><u>37,492.54</u></b> | <b><u>27,931.77</u></b> |

\*units were sold during the year resulting in net proceeds of £15,000.



**ARMY**

**INDEPENDENT EXAMINATION  
ROYAL ARMY PAY CORPS (RAPC)  
REGIMENTAL ASSOCIATION FUNDS  
YEAR ENDING 31 DECEMBER 2020**

Prepared by

**MANAGEMENT ACCOUNTANCY  
SERVICES (ARMY)**

**OFFICIAL - SENSITIVE**

**INDEPENDENT EXAMINATION OF RAPC REGIMENTAL ASSOCIATION FUNDS FOR  
THE YEAR ENDING 31 DEC 20**

**DOCUMENT INFORMATION**

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| Date Authorised:             | 18 Aug 21                                 |                                  |
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| Report Quality Review Panel: | Lt Col AM McTaggart<br>WO1 (SSM) M O'Mara | SO1 Head MAS(A)<br>WO1 Technical |

**COST MODEL AND MDAL VERIFICATION**

|                                           |     |                       |
|-------------------------------------------|-----|-----------------------|
| Cost Analysis Model and MDAL Verified By: | N/A | WO1 Technical         |
| Date Verified:                            |     |                       |
| Cost Analysis Model and MDAL Author:      | N/A | Management Accountant |

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INDEPENDENT EXAMINATION OF RAPC REGIMENTAL ASSOCIATION FUNDS FOR  
THE YEAR ENDING 31 DEC 20

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## INDEPENDENT EXAMINATION OF RAPC REGIMENTAL ASSOCIATION FUNDS FOR THE YEAR ENDING 31 DEC 20

### Introduction

1. This report has been prepared by Management Accountancy Services (Army) (MAS(A)) on behalf of the Chairman of the RAPC Regimental Association who is the sponsor, and to whom any queries should be addressed.

### Background

2. The RAPC Regimental Association Funds comprises the RAPC Regimental Association and the RAPC Charitable Fund, which is a separate charity, but with the approval of the Charity Commission is maintained within the accounts of the Association.

3. The fund is run as a Service Non-Public Fund (SNPF) in accordance with Service Funds Regulations (SFRs) where practicable and is registered with the Charities Commission (CC)<sup>1</sup>. The accounts conform to the Statement of Recommended Practice (SORP)<sup>2</sup>.

4. The accounts are maintained on a Receipt and Payments principle under Section 133 of the Charities Act 2011. Oversight and periodic checks are the responsibility of the Finance Committee. As the funds' income and investments fall below the thresholds of £1M and £3.26M respectively, there is a requirement to conduct an Independent Examination (IE)<sup>3</sup> of the funds in accordance with Part 8, Section 145 of the Charities Act 2011<sup>4</sup>.

### Aim

5. MAS(A) is to conduct the IE of the RAPC Regimental Association Funds for the year ending 31 Dec 20.

### Approach

6. Eligibility to examine the accounts and conduct an IE as per the thresholds was confirmed.

7. A detailed briefing was received from the RAPC Administrator on the charities constitution, organisation, accounting systems, activities, nature of assets, liabilities, income and expenditure.

8. An examination of the 2019 IE Report was undertaken to establish if observations from that report had been actioned.

9. An Examination of the RAPC Regimental Association Annual Report for the year ending 31 December 2020 was conducted in accordance with CC32 as detailed in Annex A<sup>5</sup>. This included a review of the accounting records kept by the Association, a comparison with previous accounting records and a review of any unusual items. Where necessary,

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<sup>1</sup> RAPC Regimental Association Fund Charity Registration Number 270477.

<sup>2</sup> [Charities SORP \(FRS 102\)](#).

<sup>3</sup> [Independent examination of charity accounts: Directions and Guidance for Examiners \(CC32\)](#).

<sup>4</sup> [Charities Act 2011 - Examination of accounts, an option for lower-income charities](#).

<sup>5</sup> [Independent examination of charity accounts checklist \(CC32a\): A recommended checklist for examiners](#).

additional explanation was sought from the RAPC Administrator regarding any items or disclosures.

## Findings

10. **IE Report.** The IE established that the requirements of Section 133 of the Charities Act 2011<sup>6</sup> had been met; an unqualified IE Report for the RAPC fund is at Enclosure 1.

11. **Gross Income.** A review of the annual report confirmed that the gross income of the RAPC Association Funds was below the £1M threshold supporting the Receipt and Payment principles of maintaining the Account. As at 31 Dec 20, the balances were:

**Table 1 – RAPC Association: Balances as at 31 Dec 20**

| Serial | Fund                        | Gross Income (£) | Gross Asset (£) |
|--------|-----------------------------|------------------|-----------------|
| (a)    | (b)                         | (c)              | (d)             |
| 1      | RAPC Regimental Association | 50,159.97        | 1,210,343.95    |

12. **General Observations.** Whilst the IE report provides a statement to confirm the operability of the fund within the stipulated CC Accounting and Governance regulations, the following points are made as general observations to the accounts:

- a. **Quarterly Review Procedures.** It is recommended each voucher reviewed/checked in detail is to be initialled or stamped “audited” in red. Other vouchers are to be struck through in red if not cancelled with a dated paid stamp or similar so that the voucher cannot be reused.
- b. **Fund Membership.** Membership of the RAPC Regimental Association will decline in future years. The membership database of the Association indicates a reduction in membership from 7,223 to 7,142 during this reporting year. If a reduction in membership is sustained year on year, it may have implications on the Association in the future.
- c. **Gross Income.** The gross income of RAPC Regimental Association Fund has, in recent years, always been below the threshold of £250,000, therefore an IE on the fund can be carried out by any person who is independent.
- d. **Receipt Vouchers (RVs).** The Receipt Vouchers (RVs) were not in a simple chronological order, which made tracing some of the figures in the accounts to the vouchers difficult.
- e. **Bank Reconciliation Statement.** It is good practice and prudent to prepare a bank reconciliation at the end of the financial year. This helps ensure that the Association’s transactions are correctly recorded and confirms the accuracy of the recorded balance in the financial statement.

13. **Technical Observations.** A report covering a minor technical observation is detailed at Annex B.

<sup>6</sup> [Charities Act 2011 - Preparation of statement of accounts.](#)

## Recommendations

14. **Review Procedures.** All vouchers that have been subjected to review are to be crossed through in red pen and cancelled to ensure the voucher cannot be re-used, this must include all supporting documentation/invoices.
15. **Supporting Paperwork.** The system of accounting and control should be adequate and provide reasonable safeguards against fraud. This includes ensuring all payments and receipts are supported by adequate evidence, and payment and receipt vouchers properly numbered; it is suggested that all vouchers are numbered in chronological order.
16. **Bank Reconciliation Statement.** A Bank Reconciliation Statement should be prepared and submitted to the IE to reconcile transactions to the end of year Financial Statement.

## Conclusion

17. The RAPC Association Fund is operating within the accounting and governance tolerances set by the Charity Commission.

## Annexes:

- A. The Charity Commission's directions on the Independent Examination of Charity Accounts (CC32).
- B. RAPC Regimental Association Funds Independent Examination for the year ending 31 December 2020 – Technical Observations.

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## THE CHARITY COMMISSION'S DIRECTIONS ON THE INDEPENDENT EXAMINATION OF CHARITY ACCOUNTS

The Charities Commission produce an examiners' guide to IE of Charity Accounts. It is specifically written for Independent Examiners and explains their role and duties in examining the accounts of a charity. In accordance with Section E of the guidance, the 10 specific directions and how they were addressed are as follows:

- a. **Accounting thresholds.** The annual report for the period 1 Jan– 31 Dec 20 was examined to confirm IE thresholds<sup>7</sup> had not been breached.
- b. **Conflict of interest.** There is no conflict of interest that will prevent carrying out the IE of the RAPC accounts.
- c. **Documentation.** Working papers were examined and evidenced.
- d. **Understanding the charity.** The detailed briefs received and the free access to charity documentation have ensured the full understanding of the charity's constitution, organisation, accounting systems and application of resources to undertake the examination.
- e. **Accounting records.** The charity accounting records have been subject to a simple review and appear complete, well organised and consistent with statutory requirements of receipts and payment principles.
- f. **Consistent with accounting records.** A comparison of the charities accounts with the accounting documentation provided, demonstrated that the accounts are consistent.
- g. **Accruals basis of accounting.** Not applicable.
- h. **Accounting policies estimates and judgements.** Not applicable.
- i. **Financial circumstances, going concern and outstanding commitments.** The charity's annual report and financial statements demonstrate the charity's ability to meet its liabilities and achieve its long-term objective.
- j. **Analytical procedures.** An analysis of income, expenditure, assets, and liabilities between the current and previous two years was conducted. Where unexpected fluctuations were identified, detailed briefs were received. The fluctuations identified were not deemed to be material and are included in a report covering the minor technical observations.
- k. **Trustees' Annual Report.** Financial references in the Trustees' Annual Report are consistent with the accounts.
- l. **Examiner's report.** The IE report can be found at Enclosure 1.

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<sup>7</sup> [Gross income not to exceed £1M and value of assets not to exceed £3.26M, otherwise a full audit is required.](#)

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Enclosure:

1. IE Report to the RAPC Regimental Association fund (270477), dated 18 Aug

**Enclosure 1 to Annex A  
ARMYHQ/RES/MAS(A)/Projects/1-008  
Dated 18 Aug 21**

**INDEPENDENT EXAMINER'S REPORT FOR TO THE TRUSTEES OF THE RAPC  
REGIMENTAL ASSOCIATION (A NON-COMPANY CHARITY, REGISTERED 270477).**

**Period of Report**

I report on the accounts of the Royal Army Pay Corps Regimental Association for the 12 months ended 31 December 2020.

**Respective responsibilities of Trustees and Independent Examiner**

Trustees of the Regimental Association are responsible for preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 and have elected to submit their accounts for an Independent Examination. The Charity is preparing its accounts in a receipts and payments format and as the IE, I am qualified to undertake this examination.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act,
- Follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- State whether matters have come to my attention.

**Basis of Independent Examiner's Report**

My examination was carried out in accordance with the Directions given by the Charity Commission. The examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included a consideration of any unusual items or disclosures in the accounts, seeking explanations from trustees concerning any such matters. The report is limited to those matters set out in the statement below.

**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:

- accounting records were not kept in respect of the Charity as required by Section 130 of the Act; or
- the accounts do not accord with those records.

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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 to enable a proper understanding of the accounts to be reached.

*Original Signed*

WO2 Amoh Adiyiah ACMA CGMA  
Management Accountancy Services (Army)  
Army Headquarters, Marlborough Lines, Andover, Hampshire  
SP11 8HT  
18 Aug 21