

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

Table of Contents

Contents	Page
Annual Report	1 to 14
Statement of responsibilities	15
Independent Examiner's report	16
Statement of financial activities	17
Balance Sheet	18
Notes to the financial statements	19 to 23

INDEPENDENT EXAMINER

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

INTRODUCTION

1. The Trustees submit this their 75th 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

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.

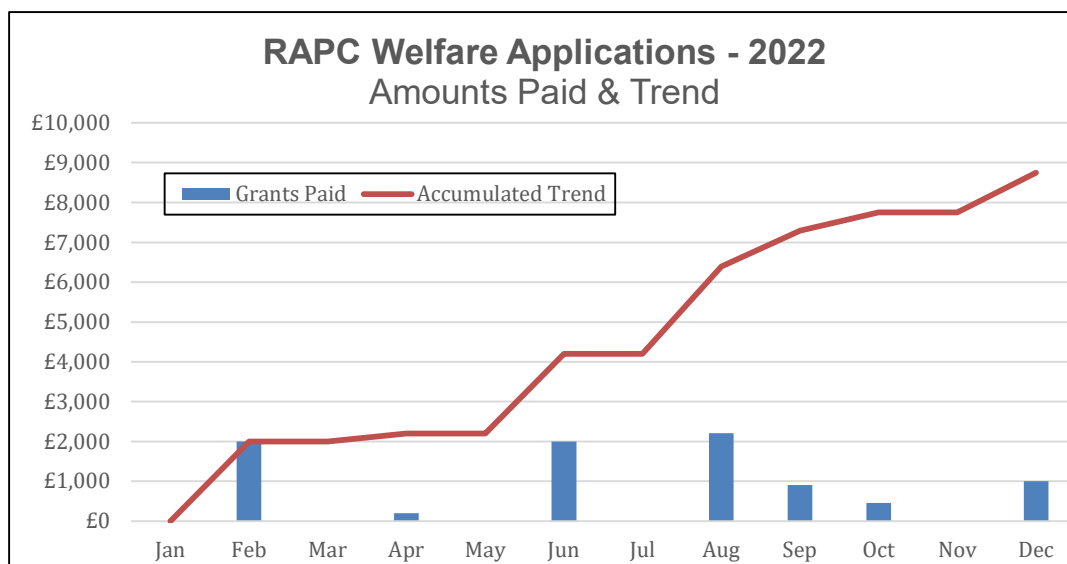
REPORT OF THE TRUSTEES OF THE RAPC REGIMENTAL ASSOCIATION FOR THE YEAR ENDING 31 DECEMBER 2022

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
Total	7	13	£5978.84	£8,748.95

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 40th 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 60th 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 ¹²	44	1	1	£100.00
Cardiff and S Wales	34	2	0	– ³	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
TOTALS	443	25	19	£6,562.70	489	29	21	£4,260.36

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

¹

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

³ 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 40th 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^x/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**

		Unrestricted Funds	Restricted Funds	Total Funds	
	Note	£	£	Year ended 31.12.22 £	Year ended 31.12.21 £
Incoming resources					
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
Total incoming resources		60,964	32,975	93,939	64,363
Resources expended					
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
Total resources expended		99,849	33,144	132,993	91,208
Net incoming/ (outgoing) resources		(38,885)	(169)	(39,054)	(26,845)
Other recognised gains and losses					
Gain/(loss) on investments		(63,917)	(19,250)	(83,167)	110,422
Transfer between funds	8	(4,513)	4,513	0	0
Net movement of funds		(107,315)	(14,906)	(122,221)	83,577
Balances brought forward		1,188,859	104,504	1,293,363	1,209,786
Balances carried forward		1,081,544	89,598	1,171,142	1,293,363

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	
		£	£	£	£
Fixed assets					
Investments	4	<u>1,157,465</u>		<u>1,280,632</u>	
			1,157,465		1,280,632
Current assets					
Debtors	5	221		0	
Cash at bank and in hand		<u>16,456</u>		<u>12,731</u>	
		16,677		12,731	
Creditors: amounts becoming due and payable within one year	6	<u>3,000</u>		<u>0</u>	
		3,000		0	
Net current assets			13,677		12,731
Total assets		<u>1,171,142</u>		<u>1,293,363</u>	
Funds					
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 Funds	Restricted Funds	Total Funds	
			Year ended 31 December 2022	Year ended 31 December 2021
2 Incoming resources	£	£	£	£
(a) Voluntary income				
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) Activities for generating funds and Other Income				
Stock Sales	522		522	228
Return of Grants	79		79	522
	<u>601</u>	<u>0</u>	<u>601</u>	<u>750</u>
(c) Income from investments				
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>
(d) Income from charitable activities				
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 Funds	Restricted Funds	Total Funds Year ended 31 December 2022	Year ended 31 December 2021
	£	£	£	£
3 Outgoing resources				
(a) Membership and Social Activities				
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) Remembrance, Commemorative & Benevolent				
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>
(c) Welfare Activities				
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>
(d) Communication Costs				
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>
(e) Governance and Other Costs				
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 £	2021 £
5 Debtors		
Other debtors	<u>221</u>	<u>0</u>

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

6 Creditors

Amounts becoming due and payable within one year:

Accruals and other creditors	<u>3,000</u>	<u>0</u>
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7 Analysis of funds	Unrestricted Funds £	Restricted Funds £	Total 2022 £	Total 2021 £
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 1 January 2022 £	Incoming resources £	Outgoing resources £	Transfers from/(to) Unrestricted £	At 31 December 2022 £
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

	£	£
Income		
Donations		14,886
Gift Aid		3,565
		<u>18,451</u>
Expenditure		
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.