Trustees' Annual Report for the period

	Period start date				Period end date		
	Day	Month	Year		Day	Month	Year
From	19	May	2023	To	18	May	2024

Section A Reference and administration details

Charity name	Mayors Appeal Fund
Other names charity is known by	NA
Registered charity number (if any)	290585
Charity's principal address	Mayor's Parlour, York House
	Richmond Road
	Twickenham
	Postcode **TW1 3AA**

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Suzette Blygh Nicholson	Trustee		
2	Fiona Jane Sacks	Trustee		
3	Jon Evans	Trustee & Bank Signatory		
4	Ibrahim Ahmet Ibrahim	Trustee & Bank Signatory		

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Declaration of Trust.
How the charity is constituted (eg. trust, association, company)	Full details of the Charity's constitution are stated in the Declaration of Trust (1984). The Mayor's Appeal Fund is registered with the Charity Commission under charity number 290 585.
Trustee selection methods (eg. appointed by, elected by)	The power to appoint new trustees is vested in the Mayor of Richmond upon Thames (who may appoint him or herself).

Additional governance issues (Optional information)

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

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

- The Mayor is given an induction briefing on the operation of Mayor's Charity at the beginning of his or her term.
- The Charity holds a bank account separate from the London Borough of Richmond upon Thames bank account. The Charity Account is reconciled to a separate record of donations held by the London Borough of Richmond upon Thames Mayoralty section at the end of each Mayoral year.
- All trustees must declare any related parties that could amount to a conflict of interest in the dealings of this charity.
- The Mayor's Appeal fund was set up so that the Mayor of the London Borough of Richmond upon Thames could collect donations for charitable purposes during their Mayoral term. The financial year of the charity will be the same as the Mayoral year (Mayor's term of office, which is typically May to May). At the start of the Mayor's term the Mayor will announce the charity / charities that will benefit from the Mayoral fund in that year. For this period (19 May 2023 to 18 May 2024) the Mayor announced that their charities who would benefit from the funds collected would be
    - SEEN
    - Age UK

Section C Objectives and activities

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

The full objectives are set out in the Declaration of Trust (1984).

In short, the fund is established for charitable purposes only to benefit the community of the borough.

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

The Mayor's Appeal Fund does not dictate what the nominated charities should do with the monies it raises for them however the charities are encouraged to use the funds to deliver services to benefit the community / residents of the London Borough of Richmond upon Thames and are asked to keep the Mayoralty section up to date with the details of works / projects undertaken with the monies.

Additional details of objectives and activities (Optional information)

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

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

Section D Achievements and performance

Summary of the main achievements of the charity during the year

For the Mayoral year 19 May 2023 to 18 May 2024 the charity collected £20,921.85 in direct donations for the nominated charities named in section B. The Trustees will distribute these funds to the charities in full during the next reporting period.

Section E Financial review

Brief statement of the charity's policy on reserves	No reserves are retained by the Mayor's Appeal Fund. All of the monies collected by the charity within the Mayoral year are distributed to the named charities.
Details of any funds materially in deficit	NA

Further financial review details (Optional information)

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

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

Section F Other optional information

Section G 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)	Jon Evans	Ibrahim Ibrahim
Position (eg Secretary, Chair, etc)	Trustee and Bank Signatory	Trustee and Bank Signatory
Date	7 February 2025	7 February 2025

CHARITY COMMISSION FOR ENGLAND AND WALES

Charity Name	No (if any)
Mayors Appeal Fund	290585

Receipts and payments accounts

CC16a

For the period from	Period start date	To	Period end date
	19-May-23		18-May-24

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Cash reserves (previous period b/f)	-	17,793	-	17,793	-
Donations Received (current period)	-	20,937	-	20,937	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
***Sub total** (Gross income for AR)*	-	38,730	-	38,730	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	-	38,730	-	38,730	-
A3 Payments					
Distribution to Charity (Mayor Cambridge) - Ruils	-	17,793	-	17,793	-
Charges	-	15	-	15	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	17,808	-	17,808	-
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	
Sub total	-	-	-	-	-
Total payments	-	17,808	-	17,808	-
Net of receipts/(payments)	-	20,922	-	20,922	
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	-	20,922	-	20,922	-

Section B Statement of assets and liabilities at the end of the period

B1 Cash funds

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
			20,922	-
		-	-	-
		-	-	-
	Total cash funds	-	20,922	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

B2 Other monetary assets

Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Jon Evans	07-Feb-25
	Ibrahim Ibrahim	07-Feb-25

CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

Section A Independent Examiner's Report

Report to the trustees/ members of	Charity Name Mayor's Appeal Fund		
On accounts for the year ended	19/05/2024	**Charity no (if any)**	290585
Set out on pages	See attached		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 19/05/2024.

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 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

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

Signed:	Andrew Hamilton	**Date:**	23/01/2025
Name:	Andrew Hamilton		
Relevant professional qualification(s) or body (if any):	Institute of Internal Auditors (CMIIA)		

Address:	1 Reid Avenue
	Caterham
	CR3 5SL

Section B	**Disclosure**
	Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).
Give here brief details of any items that the examiner wishes to disclose.	N/A