

**The Provincial Grand Mark Lodge of Hertfordshire Benevolent Fund**

**Trustees Annual Report and Financial Statements**

**For the year ended 30th April 2023**

**Registered Charity Number 291376**

## **Provincial Grand Mark Lodge of Hertfordshire Benevolent Fund**

Contents	Page
Legal and administrative information	2
Report of the Trustees	3-5
Independent Examiners Report	6
Statement of financial activities	7
Balance Sheet	8
Notes forming part of the financial statements	9-10

**Provincial Grand Mark Lodge of Hertfordshire Benevolent Fund****Legal and administrative information****Trustees**

James Harrison	Appointed 12th July 2022
Mark Saunders	
Raymond Hoyte	Appointed 12th July 2022
Trevor Clarke	Representative Trustee

Other senior staff to whom the day to day management of the charity is delegated by the Trustees

Gavin O'Sullivan	Treasurer
Tony Potton	Secretary
David Horne	Charity Steward

**Bankers**

Lloyds Bank plc, Marlowes, Hemel Hempstead, Herts HP1 1BY

## **Provincial Grand Mark Lodge of Hertfordshire Benevolent Fund**

### **Report of the Trustees for the year ended 30 April 2023**

The Trustees present their report along with the financial statements of the charity for the year ended 30 April 2023. The financial statements have been prepared in accordance with the accounting policies set out on page 8 and comply with the charity's trust deed, the Charities Act 2011 and the Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015)

### **Structure, governance and management**

The Provincial Grand Mark Lodge of Hertfordshire Benevolent Fund is constituted under a trust deed dated 30th March 2021 and is a Registered Charity Number 291376.

The Trustees, who have served during the year, are set out on page 3.

Trustees are appointed, following nomination, and by resolution of the Provincial Grand Mark Lodge of Hertfordshire and in accordance with current Charities Act Legislation. They are selected from the following officers for the time being namely: the Provincial Grand Master of the Grand Mark Lodge of Hertfordshire, his Deputy and Assistant; past holders of those offices; and a Representative Trustee appointed by the Provincial Grand Master or his Deputy.

Trustees meet annually or as required to consider grant applications, to approve or refuse such applications and to review fund-raising activities

### **Financial review**

The Trustees have continued their support of other provinces Festivals and other assorted local Hertfordshire charities.

The Trustees are pleased to report gross income of £30,719 for the year. (2022: £13,281)  
Grants and donations were made of £12,925 (2022: £10,800)  
Fundraising costs were £369 (202: £38)

### **Investment policy**

There are no restrictions on the charity's power to invest.

### **Objectives and Activities**

The objectives set by the Trustees are as follows:

- a. to support needy Hertfordshire Mark and Royal Ark Mariner brethren and their dependents
- b. to encourage lodges to support worthy local charities and to consider supporting their grants from the unrestricted funds of the charity.
- c. to make other donations within the objectives authorised by the Trust Deed.
- d. to encourage lodges and brethren to support these objectives by donations and fund raising.

In its role as a fundraising and grant provider, the Charity incurs no direct, management, administration and support costs and therefore maintains restricted funds only to the extent that donations are received for specific restricted purposes.



## **Provincial Grand Mark Lodge of Hertfordshire Benevolent Fund**

### **Grant-making policy**

The Trustees Are granted discretion from the Provincial Grand Mark Lodge of Hertfordshire to make grants as they see fit up to £5,000 in total in any one year. Further grants can be made should the need arise but subject to the restriction that any one grant cannot exceed 10% of the remaining funds of the charity. The discretionary fund is therefore concentrated towards the more urgent and smaller situations involving individual distress or support for local charities.

In cases of individual distress, it is the Trustees' policy to invite applications from Lodge Almoners which are then considered by the Provincial Grand Almoner. If he feels that there is a good case for assistance which cannot be dealt with by one of the national Masonic charities he will make application to the Trustees who consider the matter against the established Masonic principles of "brotherly love, relief and truth"

In cases of support for local charities, applications are first considered by the Provincial Grand Charity Steward who makes recommendation to the Trustees. It is the Trustees' policy, when requested, to support where possible, the donations which the applicant Lodge is prepared to make and to ensure the maximum amount of positive publicity for the Craft of freemasonry.

All grants to other charities are subject to written receipt, and confirmation that the grant is being used for the purpose specified. In individual cases of distress, the Provincial Grand Almoner keeps a personal watch over each situation in support of the Lodge Almoner.

### **Public benefit**

The trustees confirm that they have paid due regard to the Charities Commission guidance on Public Benefit in deciding what activities and which grants to give during the period. Donations were made to the following charities in 2023: Total donations of £500 were made to the Mark Benevolent Fund, £2,000 to the Provincial Grand Mark Lodge of West Yorkshire Festival, £4075 to Lifelites, £2000 to the Disasters Emergency Committee for Turkey following the earthquake £1,000 to The Youth Booth, £1,000 to SERV Herts and Beds (Blood Bikes) £1,050 to the Human Milk Foundation all of which will benefit the wider public Smaller grants totalling £1,300 were made.

During the year an appeal has been made for the purchase of an Ambulance for the St Johns Ambulance Brigade the amount raised is held in restricted funds.

The Trustees consider that the public benefit requirements of the Charity Commission are being met by the varied grants made.

### **Reserves policy**

The Trustees objective is to maintain reserves in unrestricted funds at a level which will enable the charitable objectives of the Benevolent Fund to be achieved to enable charitable donations to be made at the present level for the foreseeable future, and to cover support and governance costs.

The balance of Unrestricted Funds held at 30 April 2023 was £58,108 (2022: £62,516)  
Restricted Funds were £22,328 (2022: £495)

**Provincial Grand Mark Lodge of Hertfordshire Benevolent Fund****Risk management**

The Trustees consider that the major risks to which the charity is exposed concern the security of its assets. In this respect the Trustees are satisfied that the assets of the charity are appropriately managed.

**Trustees' responsibilities in relation to the financial statements**

The Trustees are responsible for the preparation of the Trustees Report and the financial statements in accordance with applicable law and United Kingdom accounting standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and the incoming resources and application of resources of the charity for that period.

In preparing these financial statements 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 accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustees are responsible for keeping proper 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.

**Approved by the Trustees and signed on their behalf by:**

Trevor Clarke

2023

Representative Trustee

**Provincial Grand Mark Lodge of Hertfordshire Benevolent Fund****Independent Examiners' report****To the Trustees of The Provincial Mark Grand Lodge of Hertfordshire Benevolent Fund**

I report to the trustees on my examination of the accounts of The Provincial Mark Grand Lodge of Hertfordshire Benevolent Fund ('the charity') for the year ended 30th April 2023 which comprise the statement of receipts and payments and the balance sheet.

**Responsibilities and basis of report**

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

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

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the accounts. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no audit opinion on the accounts and my report is limited to those specific matters set out in the independent examiner's statement.

**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:

- Ø accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- Ø 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 in order to enable a proper understanding of the accounts to be

Richard Phillips FCA

**Provincial Grand Mark Lodge of Hertfordshire Benevolent Fund**
**Statement of Financial Activities for the year ended 30 April 2023**

		Unrestricted Fund	Restricted Fund	Total 2023	Total 2022
	Notes				
		£	£	£	£
Income					
Donations and legacies		8,005	21,833	29,838	12,594
Income from charitable activities					
Sale of ties and similar items		517	0	517	687
Investment income	2	364	0	364	0
Total income		<u>8,886</u>	<u>21,833</u>	<u>30,719</u>	<u>13,281</u>
Expenditure					
Costs of raising funds					
Cost of goods sold and other costs		369	0	369	38
Expenditure on charitable activities					
Donations and grants	3	12,925	0	12,925	10,800
Total expenditure		<u>13,294</u>	<u>0</u>	<u>13,294</u>	<u>10,838</u>
Net incoming/(outgoing) resources		<u>(4,408)</u>	<u>21,833</u>	<u>17,425</u>	<u>2,443</u>
Net income/(expenditure) and net movement in funds for the year		(4,408)	21,833	17,425	2,443
Total Funds brought forward		62,516	495	63,011	60,568
Total funds carried forward		<u>58,108</u>	<u>22,328</u>	<u>80,436</u>	<u>63,011</u>

The statement of financial activities includes all gains and losses recognised in the year.  
All income and expenditure derive from continuing activities.

**Provincial Grand Mark Lodge of Hertfordshire Benevolent Fund**
**Balance Sheet as at 30 April 2023**

		<b>Unrestricted Fund</b>	<b>Restricted Fund</b>		
	<b>Notes</b>	<b>General Fund</b>		<b>Total 2023</b>	<b>Total 2022</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
Current assets					
Debtors	6	4,491	0	4,491	580
Stock of Ties		769	0	769	1,138
Cash at bank and in hand	7	53,277	22,328	75,605	62,222
Current Liabilities		(429)	0	(429)	(929)
Total net assets		<u>58,108</u>	<u>22,328</u>	<u>80,436</u>	<u>63,011</u>
 Total Funds		<u>58,108</u>	<u>22,328</u>	<u>80,436</u>	<u>63,011</u>

The financial statements were approved and authorised for issue by the Trustees on 2022 and signed on their behalf by:

Trevor Clarke

Representative Trustee



**Provincial Grand Mark Lodge of Hertfordshire Benevolent Fund**

**Notes forming part of the financial statements for the year ended 30 April 2023**

**1. Principal accounting policies**

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

- (a) **Basis of preparation**  
The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2015) - (Charities SORP (FRS 102)).
- (b) **Donations received**  
Donations received include income tax recovered under the gift aid scheme.  
Income tax recovered under the gift aid scheme is accounted for on a receivable basis.
- (c) **Resources expended**  
Expenditure is included on an accruals basis and includes any VAT which cannot be recovered, which is reported as part of the expenditure to which it relates.
- (d) **Charitable activities**  
Donations are approved by the Trustees.
- (e) **Fund accounting**  
The charity will hold restricted income funds to account for situations where a donor requires that donations must be spent on a specific purpose or where funds have been raised for a specific purpose. Unrestricted income funds comprise those funds which the trustees are free to use for any purpose in the furtherance of the charitable objectives.  
Unrestricted funds include designated funds where the trustees at their discretion have created a fund for a specific purpose.  
Details of the nature and purpose of each fund is set out in note 8.
- (f) **No cash flow statement has been prepared as the charity qualifies for exemption under the Charities SORP (FRS 102).**
- (g) **Liabilities are recognised when they are incurred.**

**Provincial Grand Mark Lodge of Hertfordshire Benevolent Fund**

	2023	2022
2 Investment income	£	£
Interest on cash deposits	364	0

3 Donations granted	£	2023
Lifelites		4,075
Mark Benevolent Fund		500
Provincial Grand Mark Lodge of West Yorkshire Festival Appeal		2,000
Human Milk Foundation		1,050
DEC for the Turkish Earthquake Appeal		2,000
SERV Herts and Beds - Blood Bikes		1,000
The Youth Booth		1,000
Others		1,300
		<u>12,925</u>

4 Taxation  
The Benevolent Fund is a registered charity and no provision is considered necessary for taxation.

5 Trustees remuneration  
The Trustees received no remuneration and no expenses (2022: Nil)

6 Debtors	2023	2022
	£	£
Income tax recoverable	175	116
Donations received banked after year end	4,316	464
	<u>4,491</u>	<u>580</u>

7 Cash and bank and in hand

Included in cash at bank and in hand is £42,542 (2022: £30,256) held in the Grand Charity's Relief Chest

8 Funds

The General fund comprises those funds which the trustees are free to use in accordance with the charitable objects.

Restricted Funds comprise those funds received that are for a designated purpose