



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	Period end date		
	Day 01	Month 01	Year 2020		Day 01	Month 12	Year 2020

## Section A Reference and administration details

<b>Charity name</b>	RAF Halton Apprentices Association
<b>Other names charity is known by</b>	Old Haltonians
<b>Registered charity number (if any)</b>	292523
<b>Charity's principal address</b>	Royal Air Force Halton Apprentices Association 1 Pipit Gardens, Watermead, Aylesbury, Buckinghamshire <b>Postcode</b> HP19 0GF

### 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	Frank Denton-Powell	Chairman	Appointed 23 <sup>rd</sup> April 2020	
2	Charles Challinger	Vice Chairman	Appointed 5 <sup>th</sup> June 2020	
3	Leslie Shardlow	General Secretary		
4	Philip Sprinks	500 Club Treasurer	Appointed 23 <sup>rd</sup> April 2020	
5	Colin Ferrier	Membership Secretary	Appointed 23 <sup>rd</sup> April 2020	
6	Barry Hathaway	Haltonian Editor		
7	Steve Coleman	Halton Grove/Pavers	Appointed 5 <sup>th</sup> June 2020	
8	Barry Neal	Governance	Appointed 5 <sup>th</sup> October 2020	
9	Clive Brooks	IT	Appointed 23 <sup>rd</sup> April 2020	
10	Denis O'Brien	Chairman	1 <sup>st</sup> Jan 2020 – 18 <sup>th</sup> Mar 2020	
11	John Styles	Deputy Chairman	1 <sup>st</sup> Jan 2020 -18 <sup>th</sup> March 2020	
12	Anthony Whittaker	Treasurer	1 <sup>st</sup> Jan 2020 -19 <sup>th</sup> Sep 2020	
13	Barry Smith	Welfare Co-ordinator	1 <sup>st</sup> Jan 2020 – 19 <sup>th</sup> Sep 2020	
14				
15				
16				
17				
18				
19				
20				

### 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)**

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## Section B Structure, governance and management

**Description of the charity's trusts**

Type of governing document  
(eg. trust deed, constitution)

Constitution

How the charity is constituted  
(eg. trust, association, company)

Association

Trustee selection methods  
(eg. appointed by, elected by)

At the AGM in September 2017 the Trustees were elected to serve a term of 3 year to September 2020. At the AGM of September 2020 Trustees were elected to serve 1 year.

**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.

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## Section C Objectives and activities

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

The Association is established for the relief and assistance of past apprentice members of RAF Halton and their dependents who are in need by reason of poverty, disability, sickness, infirmity or otherwise; and promote the efficiency of the Royal Air Force and the Royal Navy and for the relief of past Apprentice members of No 1 School of Technical Training and their dependents should such persons be in conditions of need, hardship or distress.



**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)**

A Council manages the Association, which comprises of elected members. Activities include the arrangement of re-unions, provisions of welfare support to members in need and support to other Service charities and local organisations that have close connections with RAF Halton.

Contributes to the Annual Open Day at Halton House, RAF Halton during National Heritage Week in September (COVID-19 permitting) when it is open to the general public.

Support for the Remembrance Day Services at St Georges Church, RAF Halton annually in November by way of transportation, floral displays and refreshments.

Manage and provide voluntary staff for the Trenchard Museum, RAF Halton open to the general public every Tuesday (COVID-19 permitting).

Conduct tours to several historic sites at RAF Halton for the general public, on request (COVID-19 permitting).

#### **Halton Grove at the NMA**

Seasonal Maintenance Income & Expenditure utilised by dedicated volunteers in 2020.

Cash brought forward from 2019	<b>£174.75</b>
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<b>Income</b>	
Grant from HAA	<b>£200.00</b>

<b>*Expenditure</b>	
Repair/Maintenance Materials	<b>-£54.04</b>

Balance as at 31 <sup>st</sup> December 2020	<b>£320.71</b>
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\* The team have use of their own Debit Card and Cheque Book issued by Barclays Bank.

Grant of £200 credited to the "Grove" Bank Account on 7<sup>th</sup> January 2020

#### **Additional details of objectives and activities (Optional information)**



**Summary of the main achievements of the charity during the year**

At year-end additional income was initiated with the formation of the RAF HAA 500 club lottery money, formed by in accordance with the 2005 gambling act.

COVID-19 minimised charity events and consequently RAF HAA charity donations.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

HAA funds are invested in two portfolio funds. Investments have been made over varying periods in order that they are maturing on a periodic basis.

The above financial policies will be reviewed by the Council for 2021.

### Details of any funds materially in deficit

Nil

### 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.

Accounts incorporate steady depreciation and reflect the Charity Commission guidance for reporting.

#### Tangible Assets Depreciation Calculation

2019	Additions	Less Depreciation	YE 2020
Office £2312	£1911	£44	£3781
Museum £258	NIL	£92	£166

## Section F

## Other optional information

### Memorabilia

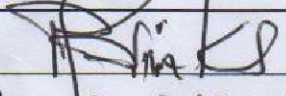
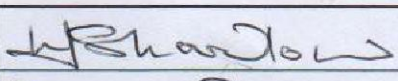
- A full stock take took place and a total sum of £2,262.25 was declared as the valuation for the Year End 2020.
- No orders to replenish the stock were placed with suppliers during 2020.
- Sales of memorabilia amounted to £41.00 during 2020.
- No events took place throughout 2020 due to COVID-19.



**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)	PHILIP SPRINK	LESIMIE SHARDLOW
Position (eg Secretary, Chair, etc)	Treasurer	GENERAL SECRETARY
Date	14 October 2021	

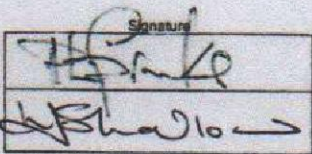



RAF Halton Apprentices Association: Section A Receipts and Payments Year End to 31st December 2020

	Unrestricted to the nearest £	Restricted to the nearest £	Endowment to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Donations	28,494	-	-	28,494	1,089
500 Club	2,485	-	-	2,485	-
Triennial	1,250	-	-	1,250	7,628
Bequests/Legacies	-	-	-	-	500
Gift Aid Claimed	-	-	-	-	3,899
Life Membership Subscriptions	5,845	-	-	5,845	-
3yr Membership Subscriptions	300	-	-	300	780
Annual Membership Subscriptions	7,867	-	-	7,867	7,895
Memorabilia Sales	41	-	-	41	110
Investment Gain/Bank Interest	19	-	-	19	25
Rose Garden	-	-	-	-	-
Paver Income	-	1,290	-	1,290	880
Grove	-	-	-	-	-
Museum	-	-	-	-	-
Berkeley's RAFHAA No. 2 Account	-	-	-	-	-
Halton Grove at the NMA	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>48,160</b>	<b>1,290</b>	<b>-</b>	<b>47,450</b>	<b>22,855</b>
<b>A2 Asset and investment sales</b>					
Elevate GIA Drawdown	-	-	-	-	37,000
Wealthtime Residue Funds	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>	<b>37,000</b>
<b>Total receipts</b>	<b>48,160</b>	<b>1,290</b>	<b>-</b>	<b>47,450</b>	<b>59,855</b>
<b>A3 Payments</b>					
Gifts & Grants To Individuals	114	-	-	114	-
Gifts & Grants To Institutions	158	-	-	158	125
Insurance	335	-	-	335	820
General Travel Expenses	859	-	-	859	5,801
Telephone/Fax/Email	1,139	-	-	1,139	911
Postage	412	-	-	412	170
Stationery & Office Supplies	402	-	-	402	1,289
Website Cost	-	-	-	-	-
Haltonian Magazine Printing Costs	11,324	-	-	11,324	5,511
Golden Oldies Band Costs	-	-	-	-	1,000
Catering for Events & Meetings	-	-	-	-	733
Coach Hire	-	-	-	-	-
IT Costs	295	-	-	295	60
Service Supplies	8,915	-	-	8,915	4,371
Grove Maintenance Fund	-	200	-	200	350
Archive Project Consumables	-	-	-	-	-
Memorabilia for Shop Sales	-	-	-	-	-
Governance Audit	200	-	-	200	250
Governance Bank Charges	-	-	-	-	-
AGM Costs	-	-	-	-	-
Rose Garden	-	-	-	-	874
Pavers	-	-	-	-	-
Grove Uniforms	-	88	-	88	534
Museum	-	-	-	-	-
500 Club	828	-	-	828	-
Triennial Expenses	245	-	-	245	-
IBCC	-	-	-	-	-
Legacy Transfer to RAFHAT	-	-	-	-	-
Archive Management	-	-	-	-	37,000
Berkeley's RAF HAA No. 2 Account to RAFHAT	-	-	-	-	-
Transfer to RAFHAT	-	-	-	-	-
<b>Sub total</b>	<b>25,222</b>	<b>288</b>	<b>-</b>	<b>25,491</b>	<b>60,408</b>
<b>A4 Asset and investment purchases, (see table)</b>					
New HAA Office Hardware	1,911	-	-	1,911	-
Haltonian Project Equipment Purchase	-	-	-	-	-
Wealthtime Investment	-	-	-	-	-
<b>Sub total</b>	<b>1,911</b>	<b>-</b>	<b>-</b>	<b>1,911</b>	<b>-</b>
<b>Total payments</b>	<b>27,133</b>	<b>288</b>	<b>-</b>	<b>27,402</b>	<b>60,408</b>
<b>Net of receipts/(payments)</b>	<b>19,027</b>	<b>1,002</b>	<b>-</b>	<b>20,049</b>	<b>-751</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>146</b>	<b>-</b>	<b>146</b>	<b>130</b>
<b>A6 Cash funds last year end</b>	<b>38,722</b>	<b>-</b>	<b>-</b>	<b>38,722</b>	<b>39,343</b>
<b>Cash funds this year end</b>	<b>57,749</b>	<b>1,167</b>	<b>-</b>	<b>58,916</b>	<b>38,722</b>



RAF Halton Apprentices Association Section B Statement of Assets and Liabilities YE 31st Dec 2020

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Santander Current Account Barclays Current Account Santander Direct Saver Santander Reward Saver Barclays Growth Account Barclays Deposit Account	24,474 3,745 161 8,211 - 25,994 - - - - 58,585	- - - - - 321 - - - - 321	- - - - - - - - - - -
	<b>Total cash funds</b>	<b>58,585</b>	<b>321</b>	<b>-</b>
<b>B2 Other monetary assets</b>	(agreed balances with receipts and payments account(s))  Details Shop Memorabilia Stock Stamps Recoverable Gift Aid 2019/2020	2,262 739 3,480 - -	- - - - -	- - - - -
<b>B3 Investment assets</b>	Details Colunds Cash Invesco Perpetual Distribution Invesco Perpetual Corporate Invesco Perpetual Monthly Jupiter Strategic (Acc) Jupiter Strategic (Inc) Woolthorne PEP 5139 Elevate GIA	Fund to which asset belongs Unrestricted Unrestricted Unrestricted Unrestricted Unrestricted Unrestricted Unrestricted Unrestricted Unrestricted -	Cost (optional) - - - - - - - - - -	Current value (optional) - - - - - - - - 255,650 128,173 -
<b>B4 Assets retained for the charity's own use</b>	Details HAA Office Museum	Fund to which asset belongs Unrestricted Unrestricted -	Cost (optional) - - -	Current value (optional) 5,741 168 -
<b>B5 Liabilities</b>	Details	Fund to which	Amount due	When due
Signed by one or two trustees on behalf of all the trustees	Signature 	Print Name P.L. SPRINKLES	Date of approval 12/5/21	
		W.J. SHARDLOW	10/5/21	





**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**

RAF HALTON APPRENTICES ASSOCIATION

**On accounts for the year  
ended**

31 DEC 2020

**Charity no  
(if any)**

292523

**Set out on pages**

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 DEC 2020

**Responsibilities and  
basis of report**

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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**

[The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of [insert name of applicable listed body]]. ~~Delete [ ] if not applicable.~~ AAT

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below \*) 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 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:**

F. Crooks

**Date:**

21 MAY 2021

**Name:**

FREDERICK R CROOKS

**Relevant professional  
qualification(s) or body  
(if any):**

AAT



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