



**THE BERKSHIRE COUNTY FEDERATION OF
YOUNG FARMERS' CLUBS**

**TRUSTEES' ANNUAL REPORT
& FINANCIAL STATEMENTS**

FOR THE YEAR ENDED 30th September 2022

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TRUSTEES' ANNUAL REPORT

For the year ended 30th September 2022

LEGAL & ADMINISTRATIVE INFORMATION

Charity Name: The Berkshire County Federation of Young Farmers Clubs
Other names by which the Berkshire Young Farmers
Charity is known: Berkshire YFC

Charity Commission Registered No: 300104

Charity's Principal Address YFC Office, Suite 34, Liberty House, Greenham Business Park,
Newbury. BERKS. RG19 6HW.

Charity's Governing Document Constitution last amended and dated 21/11/2021

Charity's Objects:

- a) to advance the education of young members of the public at large in agriculture, home crafts, country life and related subjects.
- b) in the interests of the social welfare of such members of the public to provide and promote the provision of facilities for the recreation and other leisure time occupations, being facilities which will improve their conditions of life and will assist in the development of their spiritual and mental capacities, self reliance and individual responsibility so that they may grow to full maturity as individuals and members of the community.

Investment Powers: The charity's investment powers are now conferred by the Trustees' Act 2000.

President: Miss Charlotte Plank

Life Vice Presidents: Mrs L Bendall, M Bowden, Mrs E Bracey, Mr P Carter, Mr A Cooper, Miss M Fallon, Mr P Harrod, Mr D Hodge, Mr A Kimber, Mr M. Kimber, Mrs C Miller, Mr R Plank, Mr D Potter, Miss A Snelling, Mr E Smith and Mrs S Stanley.

Vice Presidents: Mr N Arkell, Mr P Bendall, Mr D Bowyer, Mrs H Cantlay, Mr S Carter, Mrs E Collins, Mrs H Donaldson, Mrs M Denton, Mr G Fletcher, Mrs C Graham, Mrs A Harrod, Mr M Hathaway, Miss L Hayward, Mrs C Killen, Mrs L Matejicek, Mr J Monaghan, Mr J Miller, Mr A More, Mr S Pallet, Mr N Perry, Mr C Rayner, Mrs A Smith, Mr and Mrs I Stanley, Mr C Walters, Mrs J Walters, Mr P Walters, Mr & Mrs R Watts, Mr C Webber, Mrs J Wells, Mrs S Whiting, Mr A Wickens and Mr & Mrs P Woodley

Office Administrator: Mrs Daisy Greenland

Honorary Treasurer: Mr Steve Ackrill

Council Member: Mr Henry Graham

Efficiency Judges: Mrs M Fallon & Mrs C Killen

Member Clubs: Bradfield, Newbury, Shefford and Windsor & Maidenhead YF Clubs.

Examiner of the Accounts: Mrs Jane de Courcy



TRUSTEES AND GOVERNANCE

The Executive Committee consists of elected and co-opted members, the majority of whom are over 18 years of age and who are Trustees of the charity. Those people who served as executive committee members during the period covered by this report, and not listed above, were as follows: Mrs H Cantlay, Miss G Collins, Mr R Dent, Mr G Fletcher, Miss L Hayward, Mrs A Keable, Mr E Keable, Mr A Kimber, Mr A Lawrence, Ms T Muggeridge, Mr D Murray, Mrs C Pike, Miss C Pike, Mr J Plank, Mr M Sell, Miss E Smith, Miss A Snelling, Mrs S Stanley, Miss H Walters, and Mrs C West.

Any Executive Committee member under 18 years of age is not entitled to vote on matters, which affect the management of the Charity. Members of the Executive Committee are appointed as follows:

- Elected members – each Member Club elects annually, three representatives, one of such representatives shall be a Member of a Young Farmers' Club under twenty eight years of age.
- Co-opted members – the Executive Committee may co-opt for such period as they may think fit, representatives of grant aiding bodies and other organisations and individuals interested in the YF Movement in the county.
- The President is ex-officio, a member of the Executive Committee.

The Executive Committee has an obligation to meet at least three times a year (in practise there are normally seven meetings a year) and to carry out the objects and manage the affairs of the County Federation subject to any decisions given to it by a General Meeting.

The Executive Committee has the power and obligation to annually appoint a Chairman, Vice-Chairman and Treasurer from amongst its members. The Executive Committee also has the power to appoint and remunerate such employees and agents (not including any of its own members) as it thinks fit. A Staff Management Committee consists of the Chairman, Vice-Chairman, Treasurer and at least two people with experience of staff employment.

The Executive Committee currently delegates the day-to-day operations of the Federation to one part time member of staff. The member of staff is responsible for, but is not exclusive to, organising fund raising and charitable events, producing promotional material and attending promotional events, attending and recording minutes of meetings, administering membership on behalf of Member Clubs and editing and distributing a Federation newsletter that keeps Member Clubs informed of Federation business.

The Federation has an obligation to hold an Annual General Meeting within three months of the termination of its financial year. The business to be transacted includes the adoption of an Annual Report and Statement of Accounts, the election of a President and Vice-President(s), the appointment of an Examiner and the presentation of the Annual Return of Membership.

Activities and achievements.

The Federation, in pursuit of its objects, continues to offer training, social activities, competitions and fun to any young person who is interested in the countryside and related subjects.

The Member Clubs, which the Federation serves, consists of members aged from 10 to 26 although the people who actually help run the clubs are aged from 10 upwards. Each club is responsible for arranging its own programme of events with meetings on a weekly or fortnightly basis. The activities, which range greatly, are geared towards the clubs' objects which are consistent with those of the Federation. Examples of specific activities include public speaking, quizzes, farm walks, craft evenings, speakers, visits to places of interest and sports. Some of these are organised by the Federation. Each individual member of the Federation's Member Clubs has the opportunity to compete in County Competitions and, subject to winning, progress on to South East Area and National Finals.

The Federation continues all year round with its efforts to raise its profile and that of Member Clubs. Significant drives to raise the profile of Berkshire Young Farmers occurs at Ploughing Matches and local Farm Open Days both of which are open to the public. The County Federation also endeavours to support Member Clubs in undertaking their own promotional events.



BERKSHIRE FEDERATION OF YOUNG FARMERS' CLUBS

As ever the Federation is indebted to the generosity of a wide range of sponsors and donors. The Federation values all its sponsors and donors regardless of the level of financial contribution they make. Recognition must also be given to all the volunteers who have served the Federation over the past year. The continued existence of the Federation is very much dependant upon the voluntary services that associates to the Federation provides.

To conclude, the Executive Committee's major plans for the coming year include the following:

- * to continue to work towards achieving greater membership in Member Clubs
- * to continue to take on board the challenges set by the National Federation of Young Farmers' Clubs, including child protection issues, health and safety issues and any matters raised by National Council.

POLICIES

Reserves Policy

The restricted funds of the Federation represent the value of cups and trophies and the Lord Sieff Fund. The cups and trophies serve a continuing purpose in rewarding young members who benefit from the Federation pursuing its objects. The restricted Lord Sieff Fund (see grant making policy below) is currently managed with a view to making awards that equate to the donations and investment returns that the trust receives. This policy will allow the fund to continue to exist and allow individual members and Member Clubs to benefit over a long period of time.

The Federation's unrestricted funds have accumulated over a number of years. These funds are held by the Federation with a view to maintaining a prudent level of reserves that could be utilised in the event of a bad operating year.

Grant Making Policy

The grant making function of the Federation is in the main co-ordinated from the restricted Lord Sieff Fund. The Lord Sieff Fund may be (and is) only used to make grants or loans to individual members of Member Clubs or to Member Clubs for specific projects of an educational or personal development nature.

Investment Policy

The Federation's investment assets represent amounts invested in COIF Charity Funds. The intention is to maintain or increase reserves, which the Federation can use to pursue its charitable objects.

Review of Major Risks

Executive Committee members regularly review the Federation's financial risks at Executive meetings.

DECLARATION

I declare, in my capacity of charity trustee, that:

- The Trustees have approved the report above, and
- Have authorised me to sign it on their behalf.

Miss C Plank – President & Trustee

Date



**REPORT OF THE EXAMINER TO THE TRUSTEES OF
THE BERKSHIRE COUNTY FEDERATION OF YOUNG FARMERS' CLUBS**

On the Financial Statements for the year ended 30th September 2022

Set out on pages five to eight

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the Act) and that an examination is needed.

It is my responsibility to:

Examine the accounts (under section 43 (3) (a) of the Act)

Follow the procedures laid down in the General Directions given by the Charity Commissioners (under section 43 (7) (b) of the Act); and

State whether particular matters have come to my attention.

Basis of examiner's statement

My examination was carried out in accordance with General Directions given by the Charity Commissioners. An examination includes a review of the accounting records kept by the charity and a comparison of the financial statements presented with those records. It also includes consideration of any unusual items or disclosures in the financial statements, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the accounts.

Examiner's statement

In connection with my examination, no matter has come to my attention;

- (1) which gives me reasonable cause to believe that in any material respect the requirements;

* to keep accounting records in accordance with section 41 of the 1993 Act; and

* to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

.....
Mrs J de Courcy

.....
Date



BERKSHIRE FEDERATION OF YOUNG FARMERS' CLUBS

RECEIPTS AND PAYMENTS ACCOUNT

For The Year Ended 30th September 2022

	Unrestricted General Funds 2022 £	Restricted Lord Sieff Funds 2022 £	Restricted (in trust) Funds 2022 £	Total Funds 2022	Total Funds 2021 £
RECEIPTS					
Donations, legacies and other similar receipts					
Donations	726.58			726.58	827.72
Legacies		396.95		396.95	432.95
Operating activities to further charity's objects					
Affiliation Fees	1,080.00			1080.00	2,942.41
CRB/ DBS Checks					527.38
Training					
Competitions					
Operating activities to generate funds					
Events income (Grand Draw)	1,393.00			1393.00	1,435.00
200 Club; net surplus	1,105.00			1105.00	1,128.00
Ball	4,806.00			4806.00	4,250.00
Presidents Party					
Country Fayre/ Rally Loan repayment					
Country Fayre / Wurzels event 2022	56,516.58			56516.58	
County Fund Raising; Clubs					
Investment income receipts					
Interest received	294.10	1.15	0.77	296.02	92.40
Bracknell YFC share dividend	9.58			9.58	5.58
Bracknell YFC deposit account interest	0.55			0.55	1.71
Other receipts					
Year Book	200.00			200.00	830.00
Sale of Stock Items incl card reissue					
Camp (Lord Sieff)					
Camp (members)					
Miscellaneous (Reading Snr)					4,929.07
Total Receipts	66,131.39	398.10	0.77	66530.26	17,402.22
PAYMENTS					
Payments					
Events (Grand Draw inc lottery li	233.00			233.00	239.60
Events (Misc)	331.50			331.50	16.38
County Cup Engraving	553.14			553.14	258.00
Year Book Costs	452.50			452.50	846.48
CountryFayre + Wurzels Event 2022	34,600.82			34600.82	
Ball	4,318.47		3,190.00	7508.47	1,060.00
Charitable payments					
i) Grants paid					
Individual grants		1,925.00		1925.00	60.00
CRB/ DBS checks	36.56			36.56	130.79
ii) Charitable activities					
NFYFC affiliation fees, Ins + Fares pool	1,948.54			1948.54	4,515.44
County officers costs					
Salaries and staff costs	5,805.29			5805.29	12,003.53
Camp					
Training		700.00		700.00	954.80
iii) Support costs					
Rent of office space/desk/Rates	1,020.66			1020.66	1,077.60
Rent of Lock up	252.00			252.00	252.00
Office; tel, equip, p/copy, consumables	568.30			568.30	403.48
iv) Management and administration					
Annual General Meeting	151.15			151.15	
Training (Staff)					373.55
Web Site (Hosting and Maintenance)	203.28			203.28	121.42
Other payments					
Bank Charges		47.00		47.00	
Recruitment costs					
SEA Lewy	100.00			100.00	
2021 Rally cost	1,008.00			1008.00	
Misc	281			281.00	
Total payments	51,864.21	2,672.00	3,190.00	57726.21	22,313.07
Net Receipts/Payments	14,267.18	-2,273.90	-3,189.23	8804.05	-4,910.85
Cash Funds Brought Forward 1st Oct 2021	92,200.70	58,297.18	8,119.07	158,616.95	
Cash Funds Carried Forward 30th Sept 2022	106,467.88	56,023.28	4,929.84	167,421.00	158,616.95



BERKSHIRE FEDERATION OF YOUNG FARMERS' CLUBS

STATEMENT OF ASSETS & LIABILITIES


At year ended 30th September 2022

	2022 Current Value £	2021 Current Value £	2020 Current Value £
Assets Retained For The Federation's own use			
Cups and Trophies (2013 valuation)	24290.00	24290.00	24,290.00
Laptop PC (2016 value as new)	92.89	123.86	165.15
Office Printer (2020 value as new)	62.44	83.25	111.00
	<u>24445.33</u>	<u>24497.11</u>	<u>24,566.15</u>
Other Monetary Assets			
Ex-Bracknell YFC 450 Lloyds Shares @ 41.39p per share (46.57p in 2021) (26.36p in 2020)	186.26	209.57	118.62
Debtors	0.00	0.00	0.00
Cash Funds			
Lord Sieff National Savings Bank	11455.85	11454.70	11,372.82
Deposit Account	65218.10	79924.00	89,913.91
Lord Sieff Current Account	44567.43	46842.48	46,869.53
Current Account	36244.99	3722.07	5,111.95
Ball (funds in hand for future event)	0.00	3190.00	1,830.82
Ex - Bracknell YFC deposit account	0.00	8054.63	8,047.34
Country Fayre Account	5000.00	500.00	500.00
Deposit Account - Reading Snr Funds	4929.84	4929.07	0.00
Cash in hand	0.00	0.00	0.00
	<u>167416.21</u>	<u>158616.95</u>	<u>163,646.37</u>
Retained Assets	24445.33	24497.11	24,566.15
Shares	186.26	209.57	118.62
Receivables	4.79	0.00	0.00
Total Assets	<u>192052.59</u>	<u>183323.63</u>	<u>188,331.14</u>
Liabilities			
Amounts due within one year	0.00	0.00	118.14
Net Funds	<u>192052.59</u>	<u>183323.63</u>	<u>188,213.00</u>
Allocation of Net Funds			
Unrestricted Funds	106467.88	92200.70	103,455.06
Restricted Funds & Assets	85584.71	91122.93	84,757.94
	<u>192052.59</u>	<u>183323.63</u>	<u>188,213.00</u>

Approved on behalf of all trustees:


Miss C Plank - President & Trustee

Date 20/11/22


Mr A Kimber - Trustee

Date 20/11/22

**NOTES TO THE FINANCIAL STATEMENTS**

For the year ended 30th September 2022

1. Accounting Policies**a) Accounting Convention**

The financial statements have been prepared in all material respects on a receipts and payment basis in accordance with applicable Accounting Standards and the Statement of Recommended Practice (2000) issued by the Charity Commission.

b) Current Value of Assets

The current value of the assets retained for the Federation's own use has been determined by writing down the value of each asset over its estimated useful life;

Computer	The 2013 office pc was replaced in 2016 with a laptop pc. This was to aid the County Organiser in being able to fulfil the flexibility of the role and deliver training. The value given in the asset list for the 2016/2018 accounts equates to the purchase price less depreciation to date, calculated on a straight-line basis.
Printer	The value given equates to the 2020 purchase price.
Office equipment	No current value assigned, though serviceable, not considered to be worth more than negligible scrap value
Show stands	No current value assigned; though serviceable, not considered to be worth more than negligible scrap value

Only assets with a cost of over £100 are recognised as assets retained for the Federation's own use.

No record is made of the Federation's stock of branded merchandise or stationery supplies in the statement of assets and liabilities on the basis that such stock does not have a material net realisable value.

c) Taxation Status

The Federation is a registered charity and therefore is exempt from taxation on its income and gains arising in the United Kingdom.

d) Cups and Trophies

The cost of the Federation's Cups and Trophies is unknown and therefore no historic cost is included in the statement of assets and liabilities. The current value of the cups and trophies is based on the most recent valuation carried out for insurance purposes (2013).

e) Donations

Donations of capital assets are recorded in the statement of assets at their current value. No cost is assigned to such donated assets.

2. Fundraising and events income.**Grand Draw.**

Income		Expenditure	
Draw Ticket sales	£1393.00	Prizes	£150.00
		Ticket Printing	£ 63.00
		Lottery Licence	£20.00
Total	£1393.00	Total	£233.00
Profit	£1160.00		



BERKSHIRE FEDERATION OF YOUNG FARMERS' CLUBS

Ball.

Income.

Ticket sales (2020)	£2055.00
Sponsorship (2020)	£60.00
Ticket Sales (2021)	£3580.00#
Ticket Sales	£965.00
Raffle	£651.00
Total	£7311.00

Expenditure.

Regency Hotel – Room Hire (paid 2020)	£250.00
Raffle Tickets/Wristbands (paid 2020)	£34.18
Moonraker Disco (Paid 2021)	£390.00#
Raffle Prizes	£60.00
Regency Hotel – Food + Wine	£4113.00
Decorations	£100.47
Ticket Refund	£45.00
Total	£4992.65

- Monies included in 2022 accounts as held as restricted funds in 2021 accounts

Profit - £2318.35

Country Fayre.+ Wurzels Event.

Income

Trade	£4621.00
Catering Concessions	£2630.00
Bar	£11659.22
Sponsorship	£1925.00
Gate	£14678.99
Wurzels Event	£20483.12
Sundries	£519.25

Total £56516.58

Expenditure

Venue + Marquee hire	£7246.94
Bar	£4571.63
Operating costs	£8191.57
Attractions	£3916.00
Wurzels Event (deposit in 2020 accounts)	£2280.00
Wurzels Event	£10674.68

Total £36880.82

Profit - £19635.76

3. TRANSACTIONS WITH TRUSTEES

In the normal course of its business, the Federation may enter into transactions with some of the trustees of the Federation. The Federation also received income from a number of trustees who took part in Federation fund raising activities (e.g. 200 Club). The amounts involved are neither material to the Federation or the Trustees concerned.

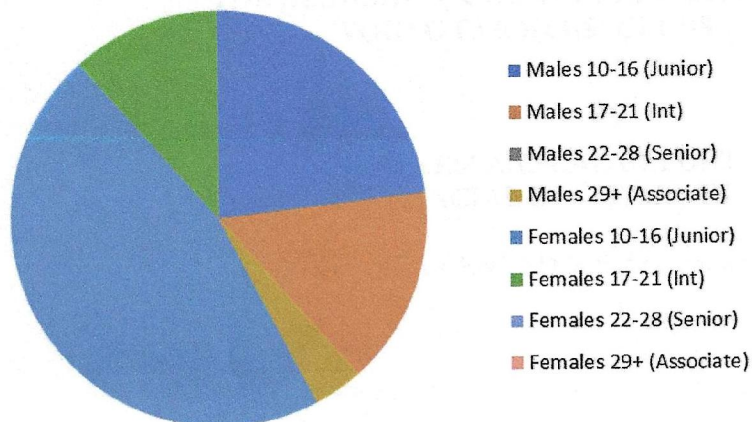
In pursuing its objects the Federation indirectly benefits some of the trustees of the Federation. The trustees concerned, as members of the Member Clubs which the Federation serves under its objects, are entitled to receive such benefits as part of a wider beneficiary class.

ANNUAL RETURN OF MEMBERSHIP

County/Club	Males 10-16 (Junior)	Males 17-21 (Int)	Males 22-28 (Senior)	Males 29+ (Associate)	Females 10-16 (Junior)	Females 17-21 (Int)	Females 22-28 (Senior)	Females 29+ (Associate)	Total
BRADFIELD	6	4	0	1	12	3	0	0	26
NEWBURY	8	3	0	2	11	5	0	0	29
SHEFFORD	14	1	1		19	3	0	4	42
Windsor and Maidenhead	10	6	7	2	6	7	1	1	45
Berkshire	38	14	8	5	48	18	6	5	142



Age Breakdowns



Gender range

