

Sevenoaks Lions Club (CIO)
Report and Financial Statements
Year ended 30th June 2019
Charity no: 1178738

Sevenoaks Lions Club (CIO)

Year ended 30th June 2019

Trustees

Roy Sharrad, Chair of Trustees (appointed 1st July 2019)

Roger Hope, Treasurer (appointed 1st July 2019)

Alan Cattermole, Secretary

Brian Alger (resigned 1st July 2019)

Liz Brown (resigned 1st July 2019)

Alan Walter

Jon Austin

Oliver Reeve

Principal Office

19 Sherenden Park, Golden Green, Tonbridge TN11 0LQ

Charity Number 1178738

Bankers

NatWest 67 High Street, Sevenoaks, TN13 1LA

Report of the Trustees for the year ended 30th June 2019

The trustees present their annual report and financial statements for Sevenoaks Lions Club (CIO) for the year ended 30th June 2019. The financial statements have been prepared on a receipts and payments basis (in accordance with s133 Charities Act 2011) and comply with the Charity's Constitution and the Charities Act 2011. The accounts do not show any comparative data for the previous year as activities were commenced with effect from 1st July 2018.

Structure and Governance

Sevenoaks Lions Club (CIO) was incorporated on 12th June 2018. The initial Trustees appointed were Brian Alger, Alan Cattermole, Liz Brown, Alan Walter, Jon Austin and Oliver Reeve. With effect from 1st July 2018 the CIO acquired the assets and obligations of the Sevenoaks Lions Club Charitable Trust (registered number 291836) and those of the Sevenoaks Lions Club (an unincorporated organisation).

Sevenoaks Lions Club (CIO)

Year ended 30th June 2019

The constitution of the Sevenoaks Lions Club (CIO) requires the appointment of a minimum of 3 Trustees (with a maximum of 12). Under the CIO by-laws adopted by the members those elected to the Offices of President, Secretary, Treasurer, 1st Vice President, Chairman of Welfare and Chairman of Fund Raising are de facto Trustees and act for a term of 1 year.

Trustees meet monthly to consider and approve recommendations made by the members.

Objectives and activities for the public benefit

Our constitution provides that our objectives are exclusively charitable in England and Wales, including in particular:

the Advancement of citizenship by

- Promoting the principles of good citizenship;
- Encouraging members of the CIO to take an active interest in the civic, cultural, social and moral welfare of the community;
- Providing a forum for the open discussion of all matters of public interest; provided that partisan politics and sectarian religion shall not be debated by members;
- Encouraging service minded people to serve their community without personal reward and encouraging the promotion of high ethical standards in commerce, industry, professions, public works and private endeavours;
- Supporting youth to develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals;

promoting the Voluntary Sector for the public benefit by associating with local authorities in a common effort to advance education and provide facilities in the interests of social welfare for recreation or other leisure time occupation to improve the conditions of life of people in local, national and international communities;

promoting volunteering;

the relief of poverty and the relief of those in need in particular by providing humanitarian aid and disaster relief;

the advancement of health or the saving of lives by preventing avoidable blindness, assisting disabled people to lead independent lives or helping prevent or manage health issues;

promoting for the benefit of the public the conservation, protection and improvement of the physical and natural environment; and/or

promoting community participation in healthy recreation.

Sevenoaks Lions Club (CIO)

Year ended 30th June 2019

During the year ended 30th June 2019 we have supported the following activities

Children and Young People

We fund activities delivered by West Kent Extra (an arm of West Kent Housing that provides social housing) to enable them to run events for deprived children during the Christmas and Summer Holidays. We purchased ipads for use in a local Primary School. We funded Kenwood Trust to deliver drug awareness training in local schools and provided school uniforms for children from deprived families.

The Elderly

We annually identify a local elderly couple through local GP practices in need of a holiday and take them on holiday to Hayling Island. We organise a Senior Citizen Concert in the form of an Old Time Music Hall for 200 elderly residents once a year. We identify elderly residents through a variety of local organisations such as Age UK who rarely get out and during the summer months take them on a trip to a local pub for a meal. We also pay for the running costs of a mini bus owned by a local organisation called Imago who throughout the year take elderly residents on shopping trips.

People with Disabilities

We support a local choir involving disabled singers. We have been regular supporters of our local Riding for the Disabled. We have also provided money for the deaf through Hi Kent, for the blind through the Royal Society for the Blind and for Alzheimer's research.

Other Charities and Voluntary Bodies

We have supported a number of local charities both Kent Refuge and Women's Refuge, Remap for the recruitment of a local counsellor and Friends for Families supporting families facing financial hardship.

General Public

We are able to help many families directly referred to us by Social Services, whether it is from providing carpeting, furniture or white goods. We deliver around 150 food parcels at Christmas for those in need. We also provided a defibrillator for a local GP practice and "message in a bottle" kits for those with medical needs that the emergency services should be alerted to.

Sevenoaks Lions Club (CIO)

Year ended 30th June 2019

Grant making policy

Under the terms of the Clubs' Constitution, Trustees apply funds at their discretion following recommendation by the members, making grants where they believe that their contribution will make a real difference. We can only make grants in furtherance of our charitable objectives.

1. Priorities for Support

The number of applications that can be supported is, of necessity, limited to the amount of funds available for distribution in any one year. The Trustees have determined that the priorities for funding will be:

- subject to other elements of the Trustees grant-making policy, no restrictions are imposed on the purpose for which a grant may be made; consequently applications for support towards capital projects, other projects or core costs are considered;
- as there are numerous Lions Clubs in the UK, applications from Sevenoaks District Area and surrounding districts are generally given a priority, with those in the county of Kent also being considered. Trustees also consider international funding requests referred to them and by the Lions International organisation;
- candidates for support and/or grants are all considered on their own merits, following investigation by the Welfare Committee. However, given that most of the available funds are raised within the local community, those candidates that are local are given special consideration. Using the former as a guiding principle the following are examples of areas adopted for support:
 - Local charities - youth groups, groups working with the elderly, residential and nursing homes, individual appeals;
 - Youth and children's organisations - sport related groups or individuals, scouting and guiding, youth club activities, young people undertaking overseas assignments;
 - Community facilities - relief of hardship for individuals and families, village hall projects, community group initiatives.

The above priorities in this policy will be reviewed every year (or more often if deemed appropriate by the Trustees), and may be changed in accordance with the Trustees' view of the most effective application of available funds at any point in time.

Sevenoaks Lions Club (CIO)

Year ended 30th June 2019

2. Principles

In awarding grants the Trustees will apply the following principles:

- Trustees will not normally support applications from large national charities (unless it is from and for the local branch use) or charities dedicated to issues deemed by the Trustees to be already well funded;
- Trustees will work with other organisations to fund initiatives beyond the financial scope of a single organisation;
- all applications from previous recipients of grants or from previously unsuccessful applicants will be considered by Trustees on their own merits. Although Trustees will have regard to the outcome of the previous grant, any new application will not receive preferential or adverse consideration.

3. Exclusions

The Trustees will not normally approve the use of funds for:

- medical research projects of international, national or locally based charities;
- purposes for which government has a statutory responsibility to provide.

Risk and Reserves Policy

As the CIO does not own any property nor does it employ any staff it's exposure to risk is relatively low. The Trustees are covered to the level of £5million by the Trustees Indemnity element of the Lions Multiple District Insurance Policy. The CIO has a risk management policy in place and in particular a risk assessment is undertaken for every fund-raising event.

The CIO seeks to dispense grants and donations each year based on available funds. However, as the income of the CIO is primarily from a number of fun- raising events some of which require significant upfront expenditure the Trustees maintain sufficient Reserves to meet these costs and to ensure that the flow of grants to organisations can be met in the short term.

Sevenoaks Lions Club (CIO)

Year ended 30th June 2019

Financial review

The main source of income for the CIO is from the various fund-raising activities it puts on during the year. A profit of £29,083 (note 2) was made during the year on the various events which when added to donations received of £2,861 gave a total net income of £31,944 available for charitable and governance costs.

During the year Grants totalling £22,458 (note 1) were made and commitments for a further £9,000 made by the Trustees.

Governance costs are kept to a minimum and Members make donations to mitigate the necessary costs. No member or Trustee of the CIO receives any remuneration.

Roy Sharrad
Trustee

Alan Cattermole
Trustee



Roger Hope
Trustee

Sevenoaks Lions Club (CIO)

Receipts and Payments Account

Year ended 30th June 2019

	Notes	Unrestricted Funds £	Restricted Funds £	Members Social Fund £	Total 2019 £
RECEIPTS					
Grants and Donations	2	1,449			1,449
Donations Members	3	1,412			1,412
Fundraising Events	2	70,344			70,344
		73,205			73,205
Members Contributions				5,353	5,353
Total Receipts		73,205	-	5,353	78,558
PAYMENTS					
Cost of Generating Funds					
Fundraising Events	2	41,261			41,261
Charitable activities					
Donations and Grants	1	22,458			22,458
Members activities					
				7,633	7,633
Governance costs					
		2,558			2,558
Asset purchases					
	2	237			237
Total Payments		66,514	-	7,633	74,147
Net Receipts/(Payments)		6,691		(2,280)	4,411
Fund balances at 1 July 2018 tfr		66,709		1,039	67,748
Fund balances at 30 th June 2019		73,400	-	(1,241)	72,159

Sevenoaks Lions Club (CIO)

Statement of Assets and Liabilities

Year ended 30th June 2019

	Notes	Unrestricted Funds £	Restricted Funds £	Members Social Fund £	Total 2019 £
Cash Funds					
NatWest Bank		<u>73,400</u>	<u>-</u>	<u>(1,241)</u>	<u>72,159</u>
Other Monetary Assets					
Owed by Members		<u>845</u>	<u>-</u>	<u>2,670</u>	<u>3,515</u>

Assets Retained for Charity's Own Use	Fund	Original Cost £	Current Value £
Vehicle and Trailer	Unrestricted	2,500	250
Fund Raising Equipment	Unrestricted	10,000	1,000
Computer	Unrestricted	450	200

Sevenoaks Lions Club (CIO)

Year ended 30th June 2019

Note 1 - Charity Expenditure

£

Children and Young People

Kenwood Trust – Drug awareness	500
DG Primary School –	1050
School Uniform	200
ATC	100

The Elderly

Imago – Outings	3306
Concert for the elderly	2212
Holiday for elderly couple	458
Lunch outings for the Elderly	1831
Riverhead PC – lunch for Elderly	257

Disabilities

Hi Kent – hearing	500
Royal Society for the Blind	600
Alzheimer's Research	100
D'Vine Singers	666

Other Charities and Voluntary bodies

Kent Refuge	1067
Remap	3000
Friends for Families	1500
Lost Words	100
Women's Refuge	400

General Public

Flooring for a deprived family	870
Furniture for Families in Need	451
Christmas Hampers	1906
Message in a Bottle	124
Amherst Medical Centre – Defibrillator	1035
Sundry	225

Total Expenditure	22,458
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Sevenoaks Lions Club (CIO)

Year ended 30th June 2019

Note 2 - Fund Raising Activities

	Income	Expenditure	Net
	£	£	£
Heavy Horse Show 2018	45,409	23,291	22,118
Heavy Horse Show 2019	2,980	1,706	1,274
Vinefest 2018	16,219	10,918	5,301
Beer on the Vine 2019		1,584	(1,584)
Calendars	2,495	1,454	1,041
Fireworks	1,500	804	696
Easter Eggs	1,568	587	981
Galaxy	-	917	(917)
Sundry	173		173
Totals Fund Raising	70,344	41,261	29,083
Donations Street Collection	1,178		1,178
Capital Purchase		237	(237)
Total	<u>71,522</u>	<u>41,498</u>	<u>30,024</u>

In addition to the street collection receipts of £1,178 sundry donations were received of £271 making total donations received for the year of £1,449. Members donations for the year totalled £1,412.

Note 3 – Members Social Fund

The members of the CIO hold a number of social events including a twinning arrangement with the Lions Club of Hofgeismar in Germany. In order to ensure the cost of these events do not affect the Charity's funds the members pay for direct costs, run regular raffles and a 100 Club amongst themselves to generate funds for this purpose.

Sevenoaks Lions Club (CIO)

Year ended 30th June 2019

Independent Examiners Report

Report to the Trustees and members of Sevenoaks Lions Club (CIO) (registered charity number 1178738) on the accounts for the year ended 30th June 2019 set out on pages 1-10.

I report to the trustees on my examination of the accounts of the above charity for the year ended on 30th June 2019.

As the charity trustees of the CIO 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 CIO's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

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, in any material respect:

- Accounting records were not kept in accordance with section 130 of the Act or
- The accounts do not accord with the accounting records

In carrying out my examination I noted the following matter of concern, although it does not lead me to qualify my report.

A number of the charitable events organised by the charity, including the heavy horse show and the VineFest, generate significant amounts of cash income and expenditure. The charity's ledger only reflects income and expenditure that flow through the bank account, and hence only the net profit from these events are recorded in that ledger.

The Charities Act 2011 requires gross income and expenditure to be reported in the Receipts and Payments account and this requirement has only been satisfied through the use of supplementary manual records. It is therefore recommended that a cash income and expenditure ledger be maintained to support the bank ledger, and that vouchers, invoices etc be retained to support the items flowing through the cash ledger.



Christopher Dent, (Chartered Accountant 1985 – 2019)

6th March 2020

The Old School House, Oxenhoath Road, Hadlow, Kent TN11 9SS