

Charity Registration No. 206312 (England and Wales)

Charity Registration No. SC039550 (Scotland)

RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
ANNUAL REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019

RAILWAY BENEVOLENT INSTITUTION

(KNOWN AS THE "RBF")

REFERENCE AND ADMINISTRATIVE INFORMATION

Board Of Management

Tim Shoveller (Chair)
Janet Goodland (Vice Chair)
Kevin Adlam (from 24 February 2020)
Ciaran Barr
Jane English
Mark Enright
Paula Hayes
Richard Goldson OBE (until 29 June 2019)
Ian Jeffrey
Frank Johnson
John Kennedy
Mark Newton
Maggie Simpson
Samantha Turner (from 26 September 2019)
Merrick Willis OBE

Chief Executive & Secretary

Jason Tetley (until 8 November 2019)
Faye Jaques (Interim role from 8 November 2019 - 6 April 2020)
Claire Houghton (from 6 April 2020)

President

Pete Waterman OBE

Charity number (England and Wales)

206312

Charity number (Scotland)

SC039550

Registered office

1st Floor
Millennium House
40 Nantwich Road
Crewe
Cheshire
CW2 6AD

Auditor

Geens Chartered Accountants
68 Liverpool Road
Stoke on Trent
ST4 1BG

Investment Advisers

Rathbone Investment Management
Port of Liverpool Building, Pier Head
Liverpool , L3 1NW

Bankers

The Royal Bank of Scotland plc
62/63 Threadneedle Street
London
EC2R 8LA

Allied Irish Banks plc
40/41 Westmoreland Street
Dublin 2

**RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
REFERENCE AND ADMINISTRATIVE INFORMATION**

Honorary Solicitor

Sara Hollingworth

Vice Presidents

David Allen
Dominic Booth
David Cobbett ERD , TD
Richard Goldson OBE
Nigel Harris
Tom Harris
Keith Heller
Simon Osborne
Matthew Parris
Paul Watkinson
Joe Walsh
Ivor Warburton
Alan Whitehouse
The Rt. Hon. The Lord Snape of Wednesbury

Benefits & Services Committee

Janet Goodland (Chair)
Maggie Simpson (Deputy Chair)
Jane English
Mark Enright
Richard Goldson OBE
Christopher Henley
Andrew Litherland

Finance & General Purpose Committee

Frank Johnson (Chair)
Ciaran Barr
Samantha Turner

Nominations & Remuneration Committee

Paula Hayes (Chair)
Janet Goodland
Tim Shoveller

Scottish Management Committee

Ian Jeffrey (Chair)
Nikki Ralston (Secretary)
Colin Dodgson
Phil McGarry
Mark Quinn
William Welsh
David Simpson
Fiona Irving
Chris Barrie
Mark Ilderton
Emma Hall
Ryan Flaherty
Jim Gray

**RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
REFERENCE AND ADMINISTRATIVE INFORMATION**

Irish Management Committee

John Kennedy (Chair)
Ray Kelly (Secretary)
Tom Devoy
Bertie Corbett
Geraldine Finucane
Jane Cregan
Monica Purcell
Peter Cuffe
Maeve Custy
Catherine Cahill
Joseph Walsh
Anne Elliot
Jim Meade CEO, Iarnród Éireann

**RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
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RAILWAY BENEVOLENT INSTITUTION (KNOWN AS THE "RBF") REPORT

FOR THE YEAR ENDED 31 DECEMBER 2019

The board of management present their report and financial statements for the year ended 31 December 2019.

Introduction

It seems appropriate, in preparing these accounts, to refer to the coronavirus crisis in view of the extent to which it has affected so many aspects of our lives. The approach we have adopted in preparing this report and accounts is:

- firstly, to provide below our review of the year ended 31 December 2019 as it happened; and
- secondly, in this narrative where we comment on the year ahead, to reflect on the coronavirus crisis, the challenges it poses for the RBF and how we are responding to these challenges to ensure we remain relevant and accessible to support the railway family through these exceptionally tough times.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and "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)" (as amended)

Objectives and activities

The RBF is the operating name of the Railway Benevolent Institution which is registered charity number 206312 (in England & Wales) and SC039550 (in Scotland). It is governed by Royal Charter granted on 29 December 1949, as subsequently amended. It is the sole trustee of the organisation's assets. Its objects, as set out in the Royal Charter, are "to relieve aged or disabled or necessitous Railwaymen, their Spouses or Children or other relatives or persons who were immediately or partly dependent on them". The expressions "Railwaymen", "Spouses" and "Children" are defined in Clause 2 of the Charter.

The Board adopted the Charity Governance Code in 2018 and reviewed its policies and working practices at that time to ensure that we align and adhere to the optimal charity governance standards detailed within this.

In 2018, the RBF applied to become a registered charity in the Republic of Ireland with the Irish Charity Regulator. Whilst the application has been assessed, this is currently pending formal approval whilst the arrangements following Britain's decision to leave the EU are determined.

The RBF's vision and mission are as follows:

- Our vision: RBF aims to improve the quality of life of current and former railway people in the UK and Ireland through the provision of customised support.
- Our mission: to make RBF the preferred destination for support and advice for current and former railway workers by delivering outstanding value, continuous innovation and an exceptional experience by consistently updating our skills and services.

The Trustees refer to the Charity Commission's public benefit guides and its guidance on the prevention and relief of poverty for the public benefit to inform its decision making and when reviewing how the charity's activities and plans contribute to achieving its aims and objectives.

The board of management has paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

RAILWAY BENEVOLENT INSTITUTION (KNOWN AS THE "RBF") REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

Achievements and performance

Throughout 2019 the Board continued to implement the Strategic Plan that was updated in 2018. Key elements of this are a move away from a grants-based charity to one that, alongside grants, also has a commitment to developing services, especially for current railway staff, and development of a clearer marketing strategy to promote these new services. The Board recognises that engaging and mobilising the support of the wider Rail Industry was and remains a priority.

Whilst there was an operating deficit in 2019, this was anticipated by the Board when approving the budget for the year. In terms of assets, the deficit was more than offset by an increase in the value of the investment portfolio resulting in the total value of the fund being £3.84m at 31 December 2019 (2018: £3.58m).

The positive news is that RBF services continue to develop as proposed in the Strategic Plan. We are pleased to report that we have been able to provide charitable assistance to more people; although the numbers needing financial assistance directly from grants has reduced, those accessing our advice and digital services has risen.

Although there was an operating deficit in 2019, the Board is committed to increasing its services. It is only through providing contemporary and modern services to current staff that the RBF will garner sufficient external support, funding and engagement to allow us to support the wider railway family.

Although continuing operating deficits at the level seen in 2019 are not sustainable in the long-term, the Board has signalled its readiness to continue to invest in the short-term with the aim of securing these longer-term benefits.

The Board continues to review both income and expenditure carefully and, while willing to support a further operating deficit in 2020, expects to see progress in terms of starting to bridge the gap between income and expenditure in the next two years.

Services & Grants

Expenditure on grants in 2019 was £253k (2018: £262k). This small net decrease was due to reductions in both Quarterly and Single Benevolent Grants partly offset by an increase in Webb Fund Grants. In line with the Committee's objective to reduce long-term grant dependency, the number of recipients of Quarterly Grants reduced from 199 in 2018 to 173 in 2019.

The volume of grants awarded in 2019 was similar to that in 2018, although the average grant awarded was slightly lower. The proportion of grants awarded to current employees is now over 25%; a similar proportion was awarded to retired staff, with 40% of grants to former employees. Debt and hardship grants accounted for a third of all grants, followed by household equipment, disability equipment and funeral grants. 36 (20%) applications were not progressed by the applicant, and 14 applications were declined in 2019 as not meeting our criteria.

The Child Care Grant, Webb and McIntosh Funds focus on providing regular and one-off grants for the needs of children of current and former employees.

The Crewe team is working with the Scottish Committee to consider how the take-up of grants in Scotland can be increased, and is identifying how publicity around the Family Support Grant can be improved.

RAILWAY BENEVOLENT INSTITUTION (KNOWN AS THE "RBF") REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

Fundraising & Marketing

Fundraising activities during 2019 saw some changes, including the Annual Dinner being moved to Crewe for the first time and a donations-based Christmas campaign. The Annual Dinner event successfully attracted new support, including tables booked by Healthshield, Hitachi and West Midlands Trains. Elements of the dinner were sponsored by the attending businesses, reducing the cost of hosting the event. We are grateful to Richard Selkeld from LNER for hosting the evening, donating his time and also appreciate the support from the employer enabling him to do so. There was a large collection of auction prizes donated from all attendees raising in excess of £3,300. We would also like to thank Nimble Media for sponsoring the Raffle which raised more than £1,000.

We were pleased to be selected as the corporate Charity of the Year by the Rail Delivery Group (RDG) and this was extended through to March 2020. The RDG hosted a number of activities throughout the year including quizzes, bake sales, selling old equipment and Christmas raffle. Furthermore, the RDG has a Matched Giving Fund and was able to match monies raised by the activities raising approximately £5,500 in total during 2019.

The Golf day was challenging with inclement weather but the support was once again fantastic and 15 teams participated. We would also like to thank the Scottish Committee for their support with a ladies lunch at Grand Central in Glasgow which raised £3,300.

Additional support for RBF came at Christmas, when our community was inspired to donate following the heart-warming story of a family helped by the charity. Donating at Christmas is an efficient way for the charity to raise funds as it gives RBF the opportunity to claim Gift Aid. Income was supported by sales of over £1200 of 'Journey of a Signaller'; a book written, published and donated to us by the late Anthony Cooke. The 2019 calendar sales remained steady and we are grateful to all who entered the competition and provided the images.

Regular giving has decreased within the year, potentially reflecting the changing demographic of those that provide support via payroll, and emphasising the need to increase regular payroll and standing order giving among younger current staff. Payroll giving is concentrated however in a small number of rail employers such as Irish Rail and Merseyrail where a significant proportion of staff provide regular donations to the RBF. This provides opportunities however and the events planned for Pete Waterman specifically have the aim of increasing payroll giving by staff.

RAILWAY BENEVOLENT INSTITUTION

(KNOWN AS THE "RBF")

REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

Acknowledgements

We acknowledge the generous support we receive from railway companies. We must also thank the companies who provide meeting facilities for the Annual Meeting and for various Board and Committee Meetings, all free of charge.

The Civil Service Insurance Society (CSiS) Charity Fund renewed its grant within the year and we are extremely grateful for their generous £40,000 grant. CSiS supports workers from across the spectrum of public services including the Rail Industry. CSiS continues to take considerable interest in the work of the RBF and has been a consistent source of support and guidance on the Charity's development, particularly in supporting collaboration with other funded charities regarding the provision of services.

We would also like to thank the Rail Business Awards which have consistently supported us through their nominated Charity raffle and we thank RPMI for its assistance in promoting regular giving and legacies from pensioners.

The Board thanks all those who have given so generously and enabled the RBF to pursue its work. We thank HM The Queen for her donation. Other fund raising income came from the generosity of individuals donating from their salaries and pensions. As always, we received a number of donations from the families, friends and colleagues of former railway staff who passed away during the year, who remember their loved ones by supporting their colleagues across the railway family.

The work of RBF is, like most railway organisations, a team effort, and relies on the enthusiasm of its staff and volunteers. Thanks are due to our team in the RBF office at Crewe for their hard work and to the members of our Committees who give so freely of their time in support of the RBF.

We are extremely grateful for the enthusiastic support from our President, Pete Waterman. Since his appointment in late 2018 and throughout 2019 Pete has worked closely with the RBF team to engage with railway staff, primarily through a series of roadshows under the tagline 'MeetPete'. Pete went to meet teams in Glasgow, Merseyrail and Greater Anglia and we thank the many people who worked alongside Pete to ensure the success of these events.

We must pay tribute to Jason Tetley, who became our CEO in 2016 and who left in November 2019 to pursue a fresh opportunity in the charitable sector. Jason made a significant contribution to every aspect of the RBF, including rebuilding the team, and spearheading our review of strategy with a shift towards advice and services to complement our traditional grant-giving and direct financial support. He also played a key role in ensuring a smooth handover to our new President in 2018. There is no doubt that Jason left behind a far stronger RBF than when he joined and we are immensely grateful for the contribution he made.

We are also indebted to Faye Jaques, our Fundraising and Engagement Manager, who stepped up as Interim CEO and did a fantastic job for five months leading the charity and the team prior to the arrival of our new CEO in April 2020. It is a real credit to Faye that all activities and initiatives in hand at the time of Jason's departure continued to run seamlessly under Faye's leadership and left us well placed to tackle the truly extraordinary challenges we now face in 2020.

RAILWAY BENEVOLENT INSTITUTION (KNOWN AS THE "RBF") REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

We are delighted to announce the appointment of Claire Houghton who joined the RBF as CEO in April 2020. Claire will lead on the development of the charity's strategy and plans, and our response to the coronavirus crisis. Claire has a long and successful history of working in the charity sector, particularly in health and social care, and brings invaluable experience to the team, and we are delighted to have her on board.

We would like to express our gratitude to those Board members who stood or will stand down this year, namely Richard Goldson and Merrick Willis. Richard served on the board and its committees over a long period and we are pleased that he has agreed to continue to maintain his involvement and support the charity as a Vice President and as a member of the Benefits & Services Committee. Merrick has served on the board since 2015 and played a key role in helping to shape the future strategy. The Board reviews its membership on an ongoing basis to ensure a plan is in place for succession and maintaining a broad and diverse range of skills.

We salute the persistence and dedication of our fund-raising volunteers, including Kevin Adlam who has recently joined the Board, the Branch Line Society, the 'Charity Hero' team in Scotland for their fantastic efforts with the Ladies lunch jointly raising funds for RBF and MND, and Ronnie Hardman for his work across Merseyrail.

Financial review

For the year ended 31 December 2019 the RBF had net expenditure (i.e. a net deficit) before other recognised gains and losses (i.e. before Investment gains/losses) of £224,560 (2018: £242,918) as set out in the Statement of Financial Activities on page 14.

Total income was £388,860 (2018: £378,410), an increase of £10,450 compared to the previous year. The principal reason for this slight increase was due to Gift Aid receipts.

Total expenditure was £613,420 (2018: £621,328) a decrease of £7,908 compared to the previous year, driven by a modest fall in grants.

The cost of raising funds totalled £155,312 (2018: £169,087), a decrease of £13,775. This includes publicity, fund raising consultancy, event management costs and support costs. The decrease was primarily due to a reduction in the cost of staging fundraising events. A breakdown of the costs of raising funds is set out in Note 6 to the Accounts.

Expenditure on charitable activities totalled £ 458,108 (2018: £452,241), an increase of £5,867. This includes grant expenditure of £253,347 (2018: £261,975). A brief description of each type of grant is set out in Note 8 to the Accounts.

Governance Costs totalled £38,995 (2018: £30,764). This relates to the general running of the charity and includes internal and external audit, insurance costs, legal advice for trustees and costs associated with constitutional and statutory requirements such as the cost of trustee meetings and preparing the statutory accounts, plus a share of support costs. See Note 9 to the Accounts.

Support Costs are allocated across the RBF's principal activities in line with the SORP and totalled £274,339 (2018: £289,199), the slight decrease being due to lower staff, IT and marketing costs.

Investment performance in 2019 comprised investment gains of £486,635 (2018: losses of £331,417).

At 31 December 2019 the RBF's Net Assets were £3,843,640 (2018: £3,581,565) including investments of £3,755,809 (2018: £3,477,199) and cash balances of £178,178 (2018: £154,855).

RAILWAY BENEVOLENT INSTITUTION (KNOWN AS THE "RBF") REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

Reserves Policy

The RBF's reserves policy takes into account the Board's forecast for future income and expenditure, including the potential for fund raising. The Board considered that reserves are required to ensure continued operations in the event of a large variation in the Board's income equivalent to one year's expenditure and to meet the Board's potential future liabilities in respect of quarterly grants. The Board determined in 2019 that the unrestricted reserves should be maintained at a minimum amount of £675k (2018: £675k).

At 31 December 2019 the RBF's unrestricted reserves totalled £2,927k (2018: £2,790k).

The Board continues to work on increasing its fundraising activities to bring the income and expenditure account into balance year on year, whilst as far as possible maintaining grant giving at current levels.

Investment Policy

The RBF's investment policy has been formulated after taking full account of Part II of the Trustee Act 2000 and the advice of our Investment Managers. The policy seeks to achieve the efficient and prudent management of the RBF's investments with the aim of maximising the return on these investments given the agreed risk level.

Investment performance is reviewed by the Finance & General Purpose Committee who report to the Board every quarter and the Investment Managers are required to attend a Board Meeting at least once a year.

Risk Management

The Board reviews the risks to which the RBF is exposed on an annual basis. The major risk remains volatility in investment markets. Systems have been established to monitor this, including quarterly reports and assessments being provided by our Investment Managers, Rathbones. Our investment strategy allows for an agreed level of risk and volatility given the long term nature of the investment: it is the underlying trends and performance over time that is important. As a matter of Board policy, no use is made of any financial derivative products.

Grant Making Policies

The criteria for awarding grants, used by the Benefits & Services Committee and the Irish and Scottish Management Committees, are reviewed by the Board annually. All applications received are carefully vetted by RBF staff. Responsibility for certain grant awards is delegated to staff, although all quarterly grants and those that are sensitive or of high value (above £2,500) are considered at Committee Meetings. Quarterly Grants and on-going grants are reviewed at least every two years. A brief description of each type of grant awarded is set out in Note 8 to the Accounts.

RAILWAY BENEVOLENT INSTITUTION

(KNOWN AS THE "RBF")

REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

The Year Ahead

Our challenge continues to ensure we remain relevant to current staff and their needs including the provision of valuable financial support to those in extreme hardship. We are also working hard to continue steps commenced in 2018 and progressed throughout 2019 to transition from a charity primarily providing direct financial assistance to one that also provides services for those in need.

Our plans for 2020 have been affected significantly by the coronavirus pandemic. From a financial perspective there are a few key points to note:

- the market value of our assets has fallen since the start of the year, and so reduces our reserves. Between 1 January 2020 and 30 April 2020 the market value of our investment portfolio fell by some £0.3m to £3.5m in line with falls seen globally in stock markets;
- the investment income from our portfolio which we use to partially offset our operating deficit is expected to fall as many companies cancel, reduce or defer dividend payments;
- significant changes have taken place in franchising arrangements such that train operating companies (TOCs) have moved back under government control with franchise companies operating on management contracts. TOCs have traditionally been an important source of corporate donations for the RBF and it is uncertain how these franchise changes will impact on our corporate income streams;
- some of our planned fundraising events for 2020 have been delayed or cancelled.

Despite these challenges the RBF remains committed to its core objective to help the railway family in these unprecedented times through our well-established grant programme and access to advice. Indeed it is likely that the need for the help and support we are able to provide is greater now than at any stage in contemporary times. The RBF team has adapted and is continuing to provide a full service to beneficiaries albeit while working from home, and their efforts during this time are greatly appreciated.

It is not possible at this stage to assess accurately the short and medium term adverse impacts to many of our traditional income streams, as outlined above. Our reserves are relatively strong however and well in excess of the minimum set out in our reserves policy. We are therefore able to continue providing a full service in the short-term, when there will be an increase in demand for our services, and we are working within the rail industry to achieve this. At the same time the Board recognises the medium-term impacts and the need to tackle the gap between income and expenditure.

Alongside our efforts relating to the coronavirus pandemic other priorities for 2020 include:

- raising the profile of RBF within the industry and beyond, using every opportunity to demonstrate the value our services bring to those in need;
- developing a clear and compelling marketing strategy for new services; targeting the wider Rail Industry, particularly across under-represented sectors including Rail Freight and the Supply Chain;
- running further 'MeetPete' roadshows targeting staff at stations and depots;
- rolling out our volunteer programme, linking this to the roadshows and developing a network of station and depot-based ambassadors to drive knowledge of RBF, donations and take up of services by current staff;
- rolling out our family support programme to support more staff with children;
- developing a better and more in-depth advice and information service that builds on our existing on-line and telephone services;
- developing our digital information with an updated website that provides more connectivity to both our own services, including grants, as well as external support such as well-being resources.

RAILWAY BENEVOLENT INSTITUTION

(KNOWN AS THE "RBF")

REPORT (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2019

Structure, governance and management

Board of Management

The RBF's principal governing body is the Board of Management ("the Board"). It must consist of no fewer than 10 and no more than 20 persons. The Board members who served during the year and up to the date and signature of the financial statements are recorded in the Reference and Administration pages. The appointment of all Board members is by election at the Annual Meeting. All members serve for a term of three years and are eligible for re-election for a maximum of two terms. The Board elects from its number a Chair and Vice Chair.

The Board meets a minimum of four times each year. No member of the Board has any beneficial interest in the company or is permitted to derive any pecuniary advantage from the RBF.

Both prior to and after their appointment all new Board members are briefed by the Chairman of the Board and/or the Secretary and provided with copies of the Royal Charter, Rules and Bye-laws, the most recent Board minutes and other key documents. Details of any new legislation or other developments are included on the agenda for Board meetings. Board members are provided with training as required, including on charity governance.

The day-to-day running of the charity is delegated to the Chief Executive and the key management personnel

Committees

The Board is empowered to delegate all or any of its powers to Committees. Their composition is set out in the Reference and Administration pages.

The Benefits & Services Committee is responsible for granting financial assistance to beneficiaries and monitoring the development of new services. It must consist of not fewer than three and not more than nine members of whom at least two must be members of the Board, who shall be Chair and Deputy Chair of the Committee. Members of the Committee are appointed by the Board.

The Finance & General Purpose Committee is responsible for overseeing the management of the RBF's investment portfolio within agreed parameters established by the Board and recommending the appointment of investment managers. It also has oversight of the RBF's finances. It must consist of not fewer than three or more than six members, of whom at least two must be members of the Board.

The Nominations & Remuneration Committee is responsible for considering the skills and experience required and for providing advice on the appointment of nominated individuals to the Board, all Committees and the Chief Executive of the charity. It must consist of not fewer than two or more than four members.

The remuneration of key management personnel is set by the Board, with the policy objective of providing appropriate incentives to encourage enhanced performance and of rewarding them fairly and responsibly for their individual contributions to the Charity's success. The appropriateness and relevance of the remuneration policy is reviewed annually, including reference to comparisons with other charities to ensure that the Charity remains sensitive to the broader issues of pay and employment conditions elsewhere.

The Irish and Scottish Management Committees are responsible for granting financial assistance in Ireland and Scotland respectively and to promote the RBF within their areas. They consist of not fewer than three members of whom at least one must be a member of the Board.

Administration

The administration of the RBF is overseen by the Chief Executive who also holds the role of company secretary. The administrative functions are separated out into services, fundraising, and marketing together with finance and administrative support.

Grant making is overseen by the Benefits & Services Committee, with the services team making decisions on some grants on a delegated basis – this has reduced the time taken for those in hardship to receive assistance by over half on average.

Processes are in place to ensure that expenditure and performance is monitored, and that appropriate management information is prepared and reviewed regularly by the Board. The systems of internal control are designed to provide reasonable assurances against material misstatement or loss. These include:

- an annual budget approved by the Board;
- regular consideration by the Board of financial results, variances from budget and non-financial performance indicators;
- delegation of day to day management authority;
- identification and management of risks.

All the RBF's governance arrangements are reviewed annually.

**RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
REPORT (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019**

The board of management who served during the year and up to the date of signature of the financial statements were:

Jane English
Tim Shoveller
Frank Johnson
Mark Enright
Maggie Simpson
Mark Newton
Janet Goodland
John Kennedy
Paula Hayes
Merrick Willis OBE
Ciaran Barr
Ian Jeffrey
Kevin Adam
Richard Goldson
Samantha Turner

Conclusion

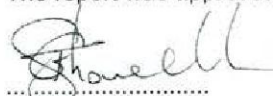
Although last year was challenging, the service initiatives agreed in 2018 and progressed in 2019 saw the RBF continue to develop its provision and provide a firm basis from which to progress.

2020 could however prove to be a turning point. The rail industry is dynamic and we were already considering the potential wide-ranging changes that the Williams Rail Review is likely to recommend when the coronavirus crisis started.

The challenges posed by coronavirus, its impact on the rail industry and the staff who work in the industry are significant and unprecedented and we recognised early on that we had a key role to play in supporting the railway family through these difficult times. We accordingly publicised on our website and elsewhere, as the scale of the crisis emerged, that we continue to operate to support those in the industry, and their dependants, facing hardship.

Our response to the coronavirus crisis serves as a clear reminder that our ongoing challenge remains to develop flexible, sustainable services that meet our ever-changing environment. Our principal purpose remains as ever: to provide responsive, high quality support to the railway's biggest asset, its staff, both in the short term during the coronavirus crisis and in due course as we emerge from this.

The report was approved by the Board of Management.



Tim Shoveller
Chairman of the Board
Dated: 4th June 2020

**RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
STATEMENT OF RESPONSIBILITIES
*FOR THE YEAR ENDED 31 DECEMBER 2019***

The board of management is responsible for preparing the 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 and in Scotland requires the board of management to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that year.

In preparing these financial statements, the board of management is 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; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The board of management is responsible for keeping sufficient 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, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) 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.

RAILWAY BENEVOLENT INSTITUTION (KNOWN AS THE "RBF") INDEPENDENT AUDITOR'S REPORT

TO THE BOARD OF MANAGEMENT OF RAILWAY BENEVOLENT INSTITUTION

Opinion

We have audited the financial statements of Railway Benevolent Institution (the 'charity') for the year ended 31 December 2019 which comprise the statement of financial activities, the balance sheet and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 *The Financial Reporting Standard applicable in the UK and Republic of Ireland* (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31 December 2019 and of its incoming resources and application of resources, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005 and regulation 8 of the Charities Accounts (Scotland) Regulations 2006 (as amended).

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the board of management have not disclosed in the financial statements any identified material uncertainties that may cast significant doubt about the charity's ability to continue to adopt the going concern basis of accounting for a period of at least twelve months from the date when the financial statements are authorised for issue.

Other information

The board of management is responsible for the other information. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

**RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
INDEPENDENT AUDITOR'S REPORT (CONTINUED)
TO THE BOARD OF MANAGEMENT OF RAILWAY BENEVOLENT INSTITUTION**

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 and the Charities Accounts (Scotland) Regulations 2006 (as amended) require us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the report; or
- sufficient and proper accounting records have not been kept; or
- the financial statements are not in agreement with the accounting records; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of board of management

As explained more fully in the statement of responsibilities, the board of management is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the board of management determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the board of management are responsible for assessing the charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the board of management either intend to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 145 of the Charities Act 2011 and section 44(1)(c) of the Charities and Trustee Investment (Scotland) Act 2005 and report in accordance with the Acts and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: <http://www.frc.org.uk/auditorsresponsibilities>. This description forms part of our auditor's report.

Other matter

Your attention is drawn to the fact that the charity has prepared financial statements 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)" (as amended) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

This has been done in order for the financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2016.

**RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
INDEPENDENT AUDITOR'S REPORT (CONTINUED)**

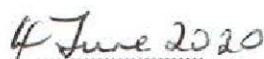
TO THE BOARD OF MANAGEMENT OF RAILWAY BENEVOLENT INSTITUTION

Use of our report

This report is made solely to the charity's trustees, as a body, in accordance with part 4 of the Charities (Accounts and Reports) Regulations 2008 and regulation 10 of the Charities Accounts (Scotland) Regulations 2006. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for our audit work, for this report, or for the opinions we have formed.



**Geens Limited
Statutory Auditor**



Geens Limited is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under of section 1212 of the Companies Act 2006

RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2019

		Unrestricted funds	Restricted funds	Endowment funds	Total 2019	Total 2018
	Notes	£	£	£	£	£
<u>Income from:</u>						
Donations and legacies	3	244,145	1,203	-	245,348	208,084
Other trading activities	4	50,396	-	-	50,396	79,153
Investments	5	73,026	-	20,090	93,116	91,173
Total income and endowments		367,567	1,203	20,090	388,860	378,410
<u>Expenditure on:</u>						
Raising funds	6	149,616	-	5,696	155,312	169,087
Charitable activities	7	458,108	-	-	458,108	452,241
Total resources expended		607,724	-	5,696	613,420	621,328
Net gains/(losses) on investments	12	356,987	-	129,648	486,635	(331,417)
Net incoming/(outgoing) resources before transfers		116,830	1,203	144,042	262,075	(574,335)
Gross transfers between funds		20,090	-	(20,090)	-	-
Net movement in funds		136,920	1,203	123,952	262,075	(574,335)
Fund balances at 1 January 2019		2,789,966	6,698	784,901	3,581,565	4,155,900
Fund balances at 31 December 2019		2,926,886	7,901	908,853	3,843,640	3,581,565

The statement of financial activities includes all gains and losses recognised in the year.

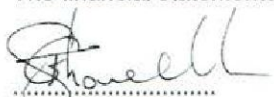
All income and expenditure derive from continuing activities.

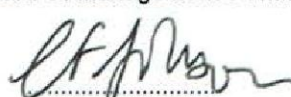
**RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
BALANCE SHEET**

AS AT 31 DECEMBER 2019

	Notes	2019 £	£	2018 £	£
Fixed assets					
Tangible assets	13		-		2,329
Investments	14		3,755,809		3,477,199
			<u>3,755,809</u>		<u>3,479,528</u>
Current assets					
Debtors	15	25,628		53,139	
Cash at bank and in hand		178,178		154,855	
		<u>203,806</u>		<u>207,994</u>	
Creditors: amounts falling due within one year	16	(115,975)		(105,957)	
Net current assets			87,831		102,037
Total assets less current liabilities			<u>3,843,640</u>		<u>3,581,565</u>
Capital funds					
Endowment funds - general	18		908,853		784,901
Income funds					
Restricted funds	19		7,901		6,698
<u>Unrestricted funds</u>					
Designated funds	20	85,831		73,535	
General unrestricted funds		2,841,055		2,716,431	
		<u>2,926,886</u>		<u>2,789,966</u>	
		<u>3,843,640</u>		<u>3,581,565</u>	

The financial statements were approved by the Board Of Management on 4th June 2020.


Tim Shoveller
Chairman of the Board


Frank Johnson
Trustee

**RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2019**

1 Accounting policies

Charity information

Railway Benevolent Institution is an incorporated charity, (Charity No.206312), registered in England & Wales and is also registered in Scotland (Charity No. SC039550). The charity's registered address and principal place of business is 1st Floor, Millennium House, 40 Nantwich Road, Crewe, CW2 6AD.

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011, the Charities and Trustee Investment (Scotland) Act 2005, the Charities Accounts (Scotland) Regulations 2006 (as amended) and "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)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, or transaction value unless otherwise stated in the relevant accounts policy note. The principal accounting policies adopted are set out below.

1.2 Going concern

Despite the coronavirus and as set out in their report on page 7, at the time of approving the financial statements, the board of management has a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the board of management continues to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the board of management in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

**RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019**

1 Accounting policies

(Continued)

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

Income from other sources is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of the charity's activities.

1.5 Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required and the amount of the obligation can be measured reliably.

All expenditure is accounted for on an accruals basis. All expenses, including support costs and governance costs, are allocated or apportioned to the applicable expenditure headings in the statement of financial activities.

The cost of Raising Funds include costs of generating voluntary income, fund raising trading and investment fees, plus a share of support costs. The costs of generating voluntary income do not include the costs of disseminating information in support of the charitable activities.

Charitable Activities comprise grants made plus a share of support costs. All grants are paid in accordance with the RBF'S Royal Charter, Rules and Bye-laws. Grants are accounted for only when paid with the exception of Quarterly Grants which are accrued to the end of the year and pledges made in respect of Single Benevolent Grants which are dependent on specific conditions which fall outside the control of the charity. No provision is included in respect of Quarterly Grants or Residential Care Grants for future years.

Governance costs are those associated with the governance arrangements of the charity which relate to the general running of the charity. This includes internal and external audit, insurance costs, legal advice for trustees and costs associated with constitutional and statutory requirements such as the cost of trustee meetings and preparing the statutory accounts, plus a share of support costs.

Support costs are those costs incurred in the support of the fund raising, governance and charitable activities which cannot be directly attributed. They have been attributed to activities as described in the notes to the financial statements.

1.6 Tangible fixed assets

Tangible fixed assets ,costing more than £5,000, are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Plant and equipment	3 Years straight line
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in net income/(expenditure) for the year.

RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019

1 Accounting policies

(Continued)

1.7 Fixed asset investments

Investments are stated at market value. Realised gains and losses are calculated as the difference between sales proceeds and their market value at the start of the year, or subsequent cost on purchase. Unrealised gains and losses represent the movement in market value during the year. Realised and unrealised gains and losses are combined in the appropriate section of the SOFA.

1.8 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

Intangible assets with indefinite useful lives and intangible assets not yet available for use are tested for impairment annually, and whenever there is an indication that the asset may be impaired.

1.9 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.10 Financial instruments

The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

1.11 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.12 Retirement benefits

Payments to defined contribution retirement benefit schemes are charged as an expense as they fall due.

1.13 Foreign exchange

Transactions in currencies other than pounds sterling are recorded at the rates of exchange prevailing at the dates of the transactions. At each reporting end date, monetary assets and liabilities that are denominated in foreign currencies are retranslated at the rates prevailing on the reporting end date. Gains and losses arising on translation are included in net income/(expenditure) for the period.

RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019

2 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the board of management is required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

At the year end there were no estimates and assumptions that have a significant risk of causing a material adjustment to the carrying amounts of assets and liabilities within the next financial year.

3 Donations and legacies

	Unrestricted funds	Restricted funds	Total	Total
	2019 £	2019 £	2019 £	2018 £
Donations and gifts	244,145	1,203	245,348	208,084
For the year ended 31 December 2018	207,265	819		208,084
Donations and gifts				
Regular Giving	87,430	-	87,430	92,374
Individuals	45,445	-	45,445	22,616
Railway Housing Association	-	-	-	1,400
Civil Service Insurance Society	40,000	-	40,000	40,000
Railway Companies	23,143	-	23,143	29,230
Other businesses and charitable bodies	20,317	-	20,317	10,138
Legacies	9,455	-	9,455	9,820
Gift Aid	18,355	1,203	19,558	2,506
	244,145	1,203	245,348	208,084

Regular Giving comprises regular payments made by current employees of railway companies through their company payroll and by former railway employees through the pensions payroll system or by standing order.

Individual donations includes generous donations from the families, friends and colleagues of former railway staff who have passed away and monies by collections made at Railway Staff Clubs, at BTPF branches, and a donation from HM The Queen.

RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019

4 Charitable activities

	Charitable Income 2019 £	Charitable Income 2018 £
Fund-raising events and awards	50,396	79,153

5 Investments

	Unrestricted funds 2019 £	Endowment funds 2019 £	Total 2019 £	Total 2018 £
Income from listed investments	72,720	20,090	92,810	91,007
Interest receivable	306	-	306	166
	<u>73,026</u>	<u>20,090</u>	<u>93,116</u>	<u>91,173</u>
For the year ended 31 December 2018	<u>69,425</u>	<u>21,748</u>		<u>91,173</u>

6 Raising funds

	Unrestricted funds 2019 £	Endowment funds 2019 £	Total 2019 £	Total 2018 £
<u>Fundraising and publicity</u>				
Staging fundraising events	19,882	-	19,882	31,255
Support costs	108,573	-	108,573	110,540
	<u>128,455</u>	<u>-</u>	<u>128,455</u>	<u>141,795</u>
Fundraising and publicity				
Investment management costs	21,161	5,696	26,857	27,292
	<u>149,616</u>	<u>5,696</u>	<u>155,312</u>	<u>169,087</u>
For the year ended 31 December 2018				
Fundraising and publicity	141,795	-		141,795
Investment management	22,741	4,551		27,292
	<u>164,536</u>	<u>4,551</u>		<u>169,087</u>

RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019

7 Charitable activities

	Charitable Expenditure 2019 £	Charitable Expenditure 2018 £
Grant funding of activities (see note 8)	253,347	261,975
Share of support costs (see note 9)	165,766	159,502
Share of governance costs (see note 9)	38,995	30,764
	<u>458,108</u>	<u>452,241</u>
Analysis by fund		
Unrestricted funds	458,108	445,350
Restricted funds	-	6,891
	<u>458,108</u>	<u>452,241</u>
For the year ended 31 December 2018		
Unrestricted funds	445,350	
Restricted funds	6,891	
	<u>452,241</u>	

8 Grants payable

	Charitable Expenditure 2019 £	Charitable Expenditure 2018 £
Grants to individuals		
Quarterly Grants	74,432	86,556
Single Benevolent Grants	154,255	160,339
Webb Fund Grants	21,612	11,938
Child Care Grants	800	642
Other Charitable Grants	2,248	2,500
	<u>253,347</u>	<u>261,975</u>

RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019

8 Grants payable

(Continued)

Quarterly Grants

An annual monetary grant (paid quarterly) where a continuing need is identified.

Single Benevolent Grants

One off grants to meet specific needs, for example to provide scooters for disabled people or to contribute to funeral costs.

Child Care Grants

One off payments to assist the parents of dependent children.

Webb Fund Grants

These grants continue the work of the Webb Orphans Fund which was transferred into the RBF during 2002. They are quarterly payments to assist the parents of dependent children where a continuing need has been identified.

9 Support costs

	Support costs	Governance costs	2019	2018
	£	£	£	£
Staff costs	187,063	15,133	202,196	193,703
Information technology	13,759	1,553	15,312	18,546
Marketing	31,305	-	31,305	36,187
Other costs	42,212	8,517	50,729	40,763
Audit Fees	-	5,454	5,454	4,757
Accountancy	-	978	978	1,023
Insurance	-	2,122	2,122	2,092
Other direct costs	-	5,238	5,238	3,735
	<u>274,339</u>	<u>38,995</u>	<u>313,334</u>	<u>300,806</u>
Analysed between				
Fundraising	108,573	-	108,573	110,540
Charitable activities	165,766	38,995	204,761	190,266
	<u>274,339</u>	<u>38,995</u>	<u>313,334</u>	<u>300,806</u>

Governance costs includes payments to the auditors of £5,454 (2018- £4,757) for audit fees.

10 Board Of Management

Neither Board Members or any persons connected with them received any remuneration during the year (2018:£nil). The aggregate amount of expenses reimbursed to five (2018: one) Board Member(s) during the year amounted to £1,392 (2018: £881).

RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019

11 Employees

Number of employees

The average monthly number of employees during the year was:

	2019	2018
	Number	Number
Management and administration	6	6
	<u>6</u>	<u>6</u>
Employment costs	2019	2018
	£	£
Wages and salaries	179,261	173,591
Social security costs	14,338	13,917
Other pension costs	8,597	6,195
	<u>202,196</u>	<u>193,703</u>

The key management personnel are the members of the Senior Management Team. The total employee benefits of the key management personnel of the charity was £48,587 (2018:£56,700).

There were no employees whose annual remuneration was £60,000 or more.

12 Net gains/(losses) on investments

	Unrestricted funds	Endowment funds	Total	Total
	2019	2019	2019	2018
	£	£	£	£
Gain/(loss) on investments	356,987	129,648	486,635	(331,417)
	<u>356,987</u>	<u>129,648</u>	<u>486,635</u>	<u>(331,417)</u>
For the year ended 31 December 2018	<u>(256,791)</u>	<u>(74,626)</u>		<u>(331,417)</u>

RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019

13 Tangible fixed assets

	Plant and equipment £
Cost	
At 1 January 2019	9,008
At 31 December 2019	<u>9,008</u>
Depreciation and impairment	
At 1 January 2019	6,679
Depreciation charged in the year	<u>2,329</u>
At 31 December 2019	<u>9,008</u>
Carrying amount	
At 31 December 2019	<u>-</u>
At 31 December 2018	<u><u>2,329</u></u>

14 Fixed asset investments

	Listed investments £
Cost or valuation	
At 1 January 2019	3,477,199
Additions	449,554
Valuation changes	486,635
Disposals	<u>(657,579)</u>
At 31 December 2019	<u>3,755,809</u>
Carrying amount	
At 31 December 2019	<u>3,755,809</u>
At 31 December 2018	<u><u>3,477,199</u></u>

15 Debtors

	2019 £	2018 £
Amounts falling due within one year:		
Trade debtors	2,918	16,751
Prepayments and accrued income	<u>22,710</u>	<u>36,388</u>
	<u><u>25,628</u></u>	<u><u>53,139</u></u>

RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019

16 Creditors: amounts falling due within one year

	2019	2018
	£	£
Trade creditors	4,013	8,835
Accruals for grants payable	95,842	85,303
Accruals	16,120	11,819
	<u>115,975</u>	<u>105,957</u>

17 Retirement benefit schemes

Defined contribution schemes

The charity operates a defined contribution pension scheme for all qualifying employees. The assets of the scheme are held separately from those of the charity in an independently administered fund.

RAILWAY BENEVOLENT INSTITUTION
(KNOWN AS THE "RBF")
NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR ENDED 31 DECEMBER 2019

18 Endowment funds

Endowment funds represent assets which must be held permanently by the charity. Income arising on the endowment funds can be used in accordance with the objects of the charity and is included as unrestricted income. Any capital gains or losses arising on the assets form part of the fund.

	Balance at 1 January 2019	Incoming resources	Movement in funds			Balance at 31 December 2019
	£	£	Resources expended	Transfers	Revaluations gains and losses	£
Permanent endowments						
Webb Fund	670,573	17,164	(4,866)	(17,164)	110,764	776,471
Proprietary Annuities Fund	77,247	1,977	(561)	(1,977)	12,759	89,445
Langton Home Fund	28,737	736	(208)	(736)	4,747	33,276
General Webster Wright Fund	8,344	213	(61)	(213)	1,378	9,661
	<u>784,901</u>	<u>20,090</u>	<u>(5,696)</u>	<u>(20,090)</u>	<u>129,648</u>	<u>908,853</u>

The permanent endowment known as the Webb Fund is that portion of the net assets of the Webb Orphan's Fund which originated from monies bequeathed to the Fund at its inception in 1906 by Francis William Webb, a former Chief Mechanical Engineer of the London and Western Railway Company. The Webb Orphans' Fund was transferred to the RBF on 1st July 2002. No restrictions were placed on the use of the income from the Webb Fund by the Commissioners, but since its transfer the RBF's Board of Management has continued to use the income in support of children of railway families who are in need.

The Proprietary Annuities Fund is a separately registered Scheme, the Trustee of which is the Institution. There are no restrictions on the use of income deriving from this Fund within the objects of the RBF, but as in previous years the income has been used to provide quarterly grants.

The Langton Home Fund is a separately registered charity (No. 234581) , of which the RBF was appointed the Trustee by the Charity Commissioners on 5 January 1972. Income from this fund must be used in support of children " whose fathers have been killed or permanently disabled whilst working on the railway" , or failing that in support of any other children who are in need.

The General Webster Wright Fund originates from a donation made by the London and North Eastern Railway in 1942. The income from this fund must be used for the general care and educational assistance of children of railwaymen.

Income from the Webb Fund and Proprietary Annuities Fund which is not restricted has been transferred to unrestricted.

**RAILWAY BENEVOLENT INSTITUTION
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FOR THE YEAR ENDED 31 DECEMBER 2019**

19 Restricted funds

The income funds of the charity include restricted funds comprising the following unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds		
	Balance at 1 January 2019	Incoming resources	Balance at 31 December 2019
	£	£	£
Carers Support Fund	6,698	1,203	7,901
	<u>6,698</u>	<u>1,203</u>	<u>7,901</u>

Carer's Support Fund

A fund in partnership with other charities to launch a carers helpline in 2019.

20 Designated funds

The income funds of the charity include the following designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes:

	Movement in funds				
	Balance at 1 January 2019	Incoming resources	Resources expended	Revaluations, gains and losses	Balance at 31 December 2019
	£	£	£	£	£
St Christopher's Fund	51,499	1,345	952	6,604	60,400
The Sheppard Education Fund	22,036	575	-	2,820	25,431
	<u>73,535</u>	<u>1,920</u>	<u>952</u>	<u>9,424</u>	<u>85,831</u>

The St Christopher's Fund has been designated by the Board of Management for the benefit of dependent children. It was formed from the JS Forbes, LM Appeal Committee and G Bass Funds previously associated with St Christopher's Railway Orphanage to provide for the care and maintenance of children (including educational needs) and from legacies made by E Little and L A Maffey in 1994/95 where the donors expressed a preference for the monies to be used for the benefit of children.

The Sheppard Education Fund was created following the transfer of all the remaining assets of the Sheppard Education and Training Trust to the RBF on 21st April 2011 on the understanding that the funds and any associated income will be used for the relief of necessitous Railwaymen, their spouses or children and for the promotion of education and training for the public benefit. Allen Sheppard (subsequently Lord Sheppard of Didgemere) was a Non-executive Director of the BRB for many years and subsequently Chairman of GB Railways.

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21 Analysis of net assets between funds

	Unrestricted Funds £	Restricted Funds £	Endowment Funds £	Total 2019 £	Total 2018 £
Fund balances at 31 December 2019 are represented by:					
Tangible assets	-	-	-	-	2,329
Investments	2,755,196	-	1,000,613	3,755,809	3,477,199
Current assets/(liabilities)	171,690	7,901	(91,760)	87,831	102,037
	<u>2,926,886</u>	<u>7,901</u>	<u>908,853</u>	<u>3,843,640</u>	<u>3,581,565</u>

22 Operating lease commitments

At the reporting end date the charity had outstanding commitments for future minimum lease payments under non-cancellable operating leases, which fall due as follows:

	2019 £	2018 £
Between two and five years	<u>16,800</u>	<u>25,200</u>

23 Related party transactions

There were no disclosable related party transactions during the year (2018 - none).