

**Sevenoaks Lions Club (CIO)**  
**Report and Financial Statements**  
**Year ended 30<sup>th</sup> June 2020**  
**Charity no: 1178738**

## **Sevenoaks Lions Club (CIO)**

**Year ended 30<sup>th</sup> June 2020**

### **Trustees**

**Oliver Reeve, Chair of Trustees**

Roy Sharrad (resigned 1<sup>st</sup> July 2020)

Roger Hope, Treasurer

Alan Cattermole, Secretary

Alan Walter

Jon Austin

John Law (appointed 1<sup>st</sup> July 2020)

### **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 30<sup>th</sup> June 2020**

The trustees present their annual report and financial statements for Sevenoaks Lions Club (CIO) for the year ended 30<sup>th</sup> June 2020. 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.

### **Structure and Governance**

Sevenoaks Lions Club (CIO) was incorporated on 12<sup>th</sup> June 2018. The initial Trustees appointed were Brian Alger, Alan Cattermole, Liz Brown, Alan Walter, Jon Austin and Oliver Reeve. With effect from 1<sup>st</sup> 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 30<sup>th</sup> June 2020**

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, 1<sup>st</sup> 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 30<sup>th</sup> June 2020**

During the year ended 30<sup>th</sup> June 2020 we celebrated the 50<sup>th</sup> anniversary of Sevenoaks Lions Club and the President and Members decided to commit to spend £50,000 on 50 projects in our local Community during the year. Notwithstanding the negative impact of the Coronavirus Epidemic this objective was achieved and a summary of the projects is set out below.

#### **Children and Young People**

We funded the Kenwood Trust to deliver drug awareness training in local schools and provided school uniforms for children from deprived families. We supported a local Primary School in providing the fencing for a new play area. We also funded Imago a local organisation to provide outings and holidays for local disabled children. In addition, we made donations to the local Hygiene Bank, funded driving lessons for a young health worker and provided financial support to a young equestrian rider showing national promise. We were also very pleased to support throughout the year a new organisation called Friends for Families which helps Families needing support.

#### **The Elderly**

The impact of the Coronavirus epidemic significantly curtailed much of the help we have traditionally supplied to the Elderly – for example local trips, Old Time Music Hall Concert and a holiday trip for a local couple. However, we were able to fund CABWK to help cover the cost of training advisers in scam talks for the Elderly. We also distributed 160 Christmas Hampers to those in need and supported the Edenbridge Church project with Christmas presents. We funded 3 new computers for Age UK Sevenoaks and provided new heaters for Elderly Sevenoaks residents. We continued to fund Imago enabling them to provide shopping trips and social trips for elderly Sevenoaks residents.

#### **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, and made a donation to the Macula Society. We also made a donation to England Deaf Rugby in support of a local resident, bought a mobility scooter for a resident, funded the installation of a panic button (through the Shaw Trust) and provided financial support to Spadework. We also supported the Lions International project "Sight Savers".



## **Sevenoaks Lions Club (CIO)**

**Year ended 30<sup>th</sup> June 2020**

### **Other Charities and Voluntary Bodies**

We made a major donation to Kent and Surrey Air Ambulance towards the cost of a new ground vehicle. We supported a local homeless Gentleman with accommodation costs for a short period, funded English lessons for Syrian refugees living in Sevenoaks and purchased a freezer for a local family in need. We also made a donation to the Lewis Project a charity promoting mental wellbeing and the Lions International Blood Research Appeal (LIBRA) based at Kings Hospital in London.

### **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 have also sponsored the Lions project "message in a bottle" which provides kits for those with medical needs that the emergency services should be alerted to.

### **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:

## **Sevenoaks Lions Club (CIO)**

### **Year ended 30<sup>th</sup> June 2020**

- 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.

### **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 its 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.

## Sevenoaks Lions Club (CIO)

Year ended 30<sup>th</sup> June 2020

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 fund-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.

### Financial review

The main source of income for the CIO is from the various fund-raising activities it puts on during the year. A surplus of £27,883 (note 2) was made during the year on the various events which when added to donations received of £16,908 gave a total net income of £44,791 available for charitable and governance costs.

During the year Grants totalling £ 53,060 (note 1) were made and commitments for a further £2,800 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.



Oliver Reeve

Trustee



Alan Cattermole

Trustee



Roger Hope

Trustee

# Sevenoaks Lions Club (CIO)

## Receipts and Payments Account

Year ended 30<sup>th</sup> June 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Volunteer Social Fund £	Total 2020 £	Total 2019
<b>RECEIPTS</b>						
Grants and Donations	2	13,706			13,706	1,449
Donations Members	3	3,202			3,202	1,412
Fundraising Events	2	65,354			65,354	70,344
		82,262			82,262	73,205
Members Contributions				10,351	10,351	5,353
Total Receipts		82,262	-	10,351	92,613	78,558
<b>PAYMENTS</b>						
<b>Cost of Generating Funds</b>						
Fundraising Events	2	37,471			37,471	41,261
<b>Charitable activities</b>						
Donations and Grants	1	53,060			53,060	22,458
<b>Volunteers activities</b>						
				8,614	8,614	7,633
<b>Governance costs</b>						
		2,918			2,918	2,558
<b>Asset purchases</b>						
	2	7,116			7,116	237
Total Payments		100,565	-	8,614	109,179	74,147
<b>Net Receipts/(Payments)</b>		(18,303)		1,737	(16,566)	4,411
<b>Fund balances at 1 July</b>		73,400		(1,241)	72,159	67,748
<b>Fund balances at 30<sup>th</sup> June</b>		55,097	-	496	55,593	72,159

## Sevenoaks Lions Club (CIO)

### Statement of Assets and Liabilities

Year ended 30<sup>th</sup> June 2020

	Notes	Unrestricted Funds £	Restricted Funds £	Members Social Fund £	Total 2020 £
<b>Cash Funds</b>					
NatWest Bank and Cash		55,593	-	-	55,593
<b>Other Monetary Assets</b>					
Owed by Members		-	-	-	-

Assets Retained for Charity's Own Use	Fund	Original Cost £	Current Value £
Vehicle and Trailer	Unrestricted	7,800	6,500
Fund Raising Equipment	Unrestricted	10,000	1,000
Computer	Unrestricted	450	100

## **Sevenoaks Lions Club (CIO)**

**Year ended 30<sup>th</sup> June 2020**

### **Note 1 - Charity Expenditure**

#### **Children and Young People**

Kenwood Trust – Drug awareness	2,000
Plaxtol Primary School –	1,000
School Uniforms	225
Fegans	1,752
Young Equestrian Rider	2,500
West Kent Extra	6,980
Lions Youth Projects and other	334
Lewis Project	1,000

#### **The Elderly**

Imago – Outings	3,370
Holiday for elderly couple	620
Lunch outings for the Elderly	1,055
Age UK Sevenoaks	3,250

#### **Disabilities**

Hi Kent – hearing	1,000
Mobility Scooter	599
England Deaf Rugby	500
D’Vine Singers	576
Riding for Disabled	2,000
Spadework	1,000

#### **Other Charities and Voluntary bodies**

CAB West Kent	1,500
LIBRA	1,000
Friends for Families	4,550
Macular Society	1,000
Kent Air Ambulance	7,600
Sight Savers	500

#### **General Public**

Flooring for a family in need	1,574
Hygiene Bank	1,000
Christmas Hampers	2,475
Message in a Bottle	174
English lessons for Syrian Refugees in Sevenoaks	640
Sundry other projects under £250 each	1,286
<b>Total Expenditure</b>	<b>53,060</b>

## Sevenoaks Lions Club (CIO)

Year ended 30<sup>th</sup> June 2020

### Note 2 - Fund Raising Activities

	Income	Expenditure	Net
	£	£	£
Heavy Horse Show 2019	41,612	25,039	16,573
Heavy Horse Show 2020	1,570	236	1,334
Beer on the Vine 2019	20,786	8,775	12,011
Fireworks	835	802	33
Easter Eggs	100	561	(461)
Galaxy	-	1,617	(1617)
Sundry	451	441	10
Totals Fund Raising	<b>65,354</b>	<b>37,471</b>	<b>27,883</b>
Donations Street Collection	1,401		1,401
Capital Purchase		7,116	(7,116)
Total	<b><u>66,755</u></b>	<b><u>44,587</u></b>	<b><u>22,168</u></b>

In addition to the street collection receipts of £1,401 other legacies and donations were received of £12,305 making total donations received for the year of £13,706. Members donations for the year totalled £3,202.

### Note 3 – Volunteers Social Fund

The volunteer 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 30<sup>th</sup> June 2020**

### **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 30<sup>th</sup> June 2020 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 30<sup>th</sup> June 2020.

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

23<sup>rd</sup> October 2020

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