

Company No: 09415167

Charity No: 1164106

TROOP AID

REPORT AND FINANCIAL STATEMENTS

31 March 2021

COLLINS

CHARTERED ACCOUNTANTS

WEST MIDLANDS

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TROOP AID

Company Information

Trustees	Mr D D Joss Captain (retd) A T Sutton G Sutton Miss D Frangou
Company Secretary	Mrs P R Sutton
Company number	09415167
Charity number	1164106
Registered office	21 Radway Road Shirley Solihull West Midlands B90 4NR
Independent Examiner	Collins The Lodge Castle Bromwich Hall Chester Road Castle Bromwich West Midlands B36 9DE
Bankers	Lloyds Bank PLC 9-11 Poplar Road Solihull B91 3AN

TROOP AID

Report of the Trustees

For the year ended 31 March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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) (effective 1 January 2015).

Objectives and Activities

Objectives and Aims

The charity exists to relieve serving personnel of the armed forces, injured in or returning from situations of training or armed conflict, who are in need by reason of distress, injury, sickness, disability or other disadvantage, through such charitable means as the Trustees think fit.

Public Benefit

The Trustees believe that the organisation has complied with the duty in Section 4 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission. Furthermore, they believe that activities undertaken by the Charity further its charitable purposes for the public benefit.

Volunteers

Volunteers are essential to the day to day running of the Charity and, as well as the Trustees, they include Grab Bag packers, office support and attendance at fundraising events throughout the country. Appropriate recruitment, induction and training are provided. Close liaison is maintained with all volunteers and support is given when necessary. The Trustees value very highly the efforts of all of the dedicated volunteers and do not see the situation changing.

Achievement and Performance

Key achievements

The demand for the services of Troop Aid has continued at a constant level throughout the reporting period. We continue to measure the demand and importantly the quality and content of our 'Grab Bags'.

The larger national and regional Covid-19 restrictions have drastically impacted the opportunities to market and generate income for the charity in this challenging year.

TROOP AID

Report of the Trustees

For the year ended 31 March 2021

FINANCIAL REVIEW

Review of Activities and Results for the Year

The attached financial statements show the financial performance and position of the Charity at 31 March 2021.

The profile of the Charity has been enhanced due to it's emergency packs being sent to the many locations across the UK and around the world where British Troops are serving whether on operations or training exercises. The Trustees wish to report that during the national lockdown in March 2020 as a result of the COVID-19 pandemic the requests for our Grab Bags increased dramatically and in spite of the difficult communication and national 'Lockdown' conditions at that time the charity was able to fulfil all orders in direct support of the wellbeing of the military personnel.

During the year under review the Charity dispatched 620 Grab Bags against 780 during the previous reporting period. The Charity continues to supply other items of clothing when necessary for both Male and Female injured service personnel. Since TroopAid was formed the charity has delivered in excess of 15,620 Grab Bags (emergency packs) to support injured British service personnel.

The Trustees expect donations of emergency packs to increase over the next year as a result of many thousands of military personnel helping the country during the Covid-19 crisis. During this period under review donations have fallen by 62% from the previous year and despite local council support grant there was a loss for this current year. A legacy of £5,000 was gratefully received during this period from the estate of Mrs Diana Hughes. The volunteer fundraising team under the guidance of the Charity secretary have done their best to undertake fundraising under the Covid-19 restrictions.

Reserves policy

The Trustees believe that the Charity should maintain sufficient reserves to cover two years of expenditure based on trends to date. We have sufficient funds to cover this reserve.

FUTURE PLANS

It is the Trustees' continued wish that the Charity maintains its status quo. They do not see any major changes in the modus operandi. The size of the Charity as it presently stands is considered to be manageable and there is a wish to maintain operations as they are.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

TROOP AID

Report of the Trustees

For the year ended 31 March 2021

Charity constitution

Troop Aid ("The Charity") was incorporated on 30 January 2015 and registered as a charity on 26 October 2015. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed by its Articles of Association. In the event of a winding up members are required to contribute an amount not exceeding £1.

Charitable activity was previously carried out by the Troop Aid Charitable Trust. On 1 April 2015 the assets and liabilities of the Charitable Trust were transferred to the Company, with the Charitable Trust acting as nominee for Troop Aid Limited until the date that the company achieved charitable status. This resulted in a donation to the Charity of £696,440 on the transfer of activities from the Charitable Trust.

Recruitment, appointment, induction and training of trustees

The trustees have the power to appoint new trustees and select them based on the skills set and experience being brought to the charity. Recruitment of new trustees is by personal recommendation. During induction and training the new trustees are provided with suitable material to ensure they understand the charitable purpose and operating policies of Troop Aid together with what the role of being a Trustee involves viz a viz their responsibilities.

Organisational structure

The Trustees who served during the year and up to the date of this report are set out on page 1. Trustees are appointed by the Board of Trustees. The Trustees meet regularly to discuss issues relevant to the Charity and to its future development. The day to day running of the Charity has been delegated to Mrs P R Sutton who acts as Secretary to the Charity.

Trustee remuneration

None of the Trustees has received any remuneration or similar benefits from the Charity. Out of pocket travel and subsistence expenses were reimbursed to the Trustees during the year under review. The Charity has professional indemnity insurance on behalf of the Trustees.

Approved by order of the board of trustees on 8 February 2022 and signed on its behalf by:



Captain (retd) A T Sutton - Trustee

Independent Examiner's Report to the Trustees of Troop Aid

We report on the accounts for the year ended 31 March 2021 set out on pages six to thirteen.

Respective responsibilities of trustees and examiner

The charity's trustees (who are the directors for the purpose of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144 (2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied ourselves that the charity is not subject to audit under company law and is eligible for independent examination, it is our responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to our attention.

Basis of the independent examiner's report

Our examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that, in any material aspect, the requirements

- to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and

- to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the 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) (effective 1 January 2015)

have not been met; or

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

Collins

**Collins
Chartered Accountants
The Lodge, Castle Bromwich Hall
Chester Road
Castle Bromwich
West Midlands
B36 9DE**

Date: 8 February 2022

TROOP AID

Statement of Financial Activities

For the year ended 31 March 2021

	Notes	2021 £	2020 £
Income and endowments			
Donations and legacies	2	30,960	81,794
Other trading activities	3	29,873	54,047
Covid local council grant		10,000	0
Investment Income		133	648
Total		<u>70,966</u>	<u>136,489</u>
Expenditure			
Raising Funds			
Other trading activities	4	30,915	31,710
Charitable activities			
Supporting injured troops	5	70,199	88,373
Total		<u>101,114</u>	<u>120,083</u>
Net Income/(expenditure)		<u>(30,148)</u>	<u>16,406</u>
Reconciliation of funds;			
Total funds brought forward		<u>581,816</u>	<u>565,410</u>
Total funds carried forward		<u><u>551,668</u></u>	<u><u>581,816</u></u>

Continuing operations

All income and expenditure has arisen from continuing activities.

TROOP AID

Balance sheet

As at 31 March 2021

	Notes	2021		2020	
		£	£	£	£
Fixed assets					
Tangible assets	10		27,958		8,313
Current assets					
Investments	11	200,000		200,000	
Stocks		38,062		38,850	
Debtors	12	1,662		2,019	
Cash at bank		290,645		334,610	
		<u>530,369</u>		<u>575,479</u>	
Creditors: amounts falling due within one year	13	6,659		1,976	
Net current assets			523,710		573,503
Net assets			<u>551,668</u>		<u>581,816</u>
Funds					
Unrestricted funds	14		<u>551,668</u>		<u>581,816</u>

The directors are satisfied that the company is entitled to exemption from the requirement to obtain an audit under section 477 of the Companies Act 2006.

Members have not required the company to obtain an audit in accordance with section 476 of the Act.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

The financial statements have been prepared in accordance with the special provisions applicable to companies subject to the small companies regime. The Income and Expenditure account has not been delivered to the Registrar of Companies.

The financial statements were approved by the board on 8 February 2022

On behalf of the board

Captain (ret'd) A T Sutton

Trustee



Notes to the financial statements

For the year ended 31 March 2021

1 Accounting policies

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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) (effective 1 January 2015)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

For donations to be recognised the charity will have been notified of the amounts and the settlement date in writing. If there are conditions attached to the donation and this requires a level of performance before entitlement can be obtained, then income is deferred until those conditions are fully met or the fulfilment of those conditions is within the control of the charity and it is probable that they will be fulfilled in the reporting period.

Legacy gifts are recognised on a case by case basis following the granting of probate when the administrator/executor for the estate has communicated in writing both the amount and settlement date. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title to the asset having been transferred to the charity.

Donated facilities and donated professional services are recognised as income at their fair value when their economic benefit is probable, it can be measured reliably and the charity has control over the item. Fair value is determined on the basis of the value of the gift to the charity, for example the amount the charity would be willing to pay in the open market for such facilities and services. A corresponding amount is recognised as expenditure.

No amount is included in the financial statements for volunteer time in line with the SORP (FRS 102). Further detail is given in the Trustees' Annual Report, where relevant.

Investment income is earned through holding assets for investment purposes such as term deposit accounts. It includes interest income which is recognised as it accrues.

Expenditure

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 a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

The costs of items purchased for and not yet distributed to the beneficiaries of the charity are reported as stocks.

Notes to the financial statements - (continued)

For the year ended 31 March 2021

1 Accounting Policies (continued)**Allocation and apportionment of support costs**

Support costs are those that assist the work of the charity but do not directly represent charitable activities and included premises costs, office costs, governance costs, administrative and payroll costs. They are incurred directly in support of expenditure on the objects of the charity. Where support costs cannot be directly attributed to particular activities, they have been allocated to expenditure on a basis which may be based on activity as represented by direct costs expended on that activity, or based on a proportion of staff costs.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to leasehold property	- over remaining life of lease
Computer equipment	- 33.33% on cost
Motor vehicles	- 25% on reducing balance

The charity capitalises all fixed assets where the purchase price exceeds £500. They are valued at cost or estimated cost to the donor, where assets are donated.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are funds set aside by the trustees out of unrestricted general funds for specific future purposes or projects.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

2 Donations and legacies

	2021	2020
Donations	25,960	31,794
Legacy	5,000	50,000
	<u>30,960</u>	<u>81,794</u>

TROOP AID

Notes to the financial statements (continued)

For the year ended 31 March 2021

3 Other trading activities - income	2021	2020
	£	£
Sale of donated clothing	20,540	24,105
Fundraising activities	8,250	19,897
Tattoo /Armed forces day	-	6,447
Charity shop sales	83	2,688
Sponsorship income	1,000	910
	29,873	54,047

4 Other trading activities - expenditure	2021	2020
	£	£
Cost of fundraising activities	1,352	3,297
Cost of annual ball	-	900
Cost of armed forces day	-	490
Publicity	2,806	5,689
Support costs (note 6)	26,757	21,334
	30,915	31,710

5 Charitable activities	2021	2020
	£	£
Supporting injured troops		
Direct costs	22,906	43,972
Support costs (Note 6)	47,293	44,401
	70,199	88,373

6 Support costs	Supporting injured troops	Other trade	Total
	£	£	£
Staff costs	22,350	4,257	26,607
Motor and travel	6,203	4,136	10,339
Premises	13,362	13,361	26,723
Office costs	3,986	3,987	7,973
Other costs	151	-	151
Governance	1,241	1,016	2,257
Total	47,293	26,757	74,050

Notes to the financial statements (continued)

For the year ended 31 March 2021

7 Net income/(expenditure)

Net income/(expenditure) is stated after charging /(crediting):

	2021	2020
	£	£
Depreciation - owned assets	10,282	2,771
Independent examination fee	960	1,020

8 Trustees' remuneration and benefits

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the period ended 31 March 2020.

Trustees' expenses

1 (2020: 2) trustees were paid travel expenses of £147 (2020 : £448) during the year.

9 Staff costs

	2021	2020
	£	£
Wages and salaries	26,607	28,942

The average monthly number of employees including part-time during the year was as follows:

Administration	3	3
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10 Tangible fixed assets

	Improvements to leasehold property	Computer equipment	Motor vehicles	Totals
	£	£	£	£
Cost				
At 1 April 2020	2,171	4,558	35,031	41,760
Additions	-	2,803	25,426	28,229
Disposals	-	-	(4,242)	(4,242)
At 31 March 2021	2,171	7,361	56,215	65,747
Depreciation				
At 1 April 2020	2,171	4,558	26,718	33,447
Charge for year	-	467	6,845	7,312
Eliminate on disposals	-	-	(2,970)	(2,970)
At 31 March 2021	2,171	5,025	30,593	37,789
Net book value				
At 31 March 2021	-	2,336	25,622	27,958
At 31 March 2020	-	-	8,313	8,313

Notes to the financial statements (continued)

For the year ended 31 March 2021

11 Investments	2021 £	2020 £
Aegon General Investment account	200,000	200,000

The investment is included in these accounts at its cost price.

At 31 March 2021 the valuation of the investment stood at £221,047

12 Debtors: amounts falling due within one year

	2021 £	2020 £
Prepayments	1,662	2,019

13 Creditors: amounts falling due within one year

	2021 £	2020 £
Social security and other taxes	5,699	356
Accrued expenses	960	1,620
	6,659	1,976

	At 1.4.20	Net movement in funds	At 31.3.21
14 Movement in funds			
Unrestricted funds			
General fund	581,816	(33,333)	548,483
Restricted Funds			
QE Hospital Fund	-	3,185	3,185
Total funds	581,816	(30,148)	551,668

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	66,123	(99,456)	(33,333)
Restricted Funds			
QE Hospital Fund	4,843	(1,658)	3,185
	70,966	(101,114)	(30,148)

15 Related party disclosures

Mrs P R Sutton is the wife of Captain A T Sutton, one of the Trustees of Troop Aid. She is also its Chief Executive. With the approval of the Charity Commission, Mrs P R Sutton was paid by the charity during the year £12,000 (2020 £12,000).

TROOP AID

Detailed Profit and Loss Account

For the year ended 31 March 2021

	2021		2020	
	£	£	£	£
Income and endowments				
Donations		30,960		81,794
Covid local council grant		10,000		-
Other trading activities				
Sale of donated clothing	20,540		24,105	
Fundraising activities	8,250		19,897	
Tattoo /Armed forces day	-		6,447	
Charity shop	83		2,688	
Sponsorship income	1,000		910	
		29,873		54,047
Investment income				
Deposit account interest		133		648
Total incoming resources		70,966		136,489
Expenditure				
Other trading activities				
Cost of fundraising activities	1,352		3,297	
Cost of annual ball	-		900	
Tattoo /Armed forces day	-		490	
Publicity	2,806		5,689	
		4,158		10,376
Charitable activities				
Purchase of goods for injured personnel		22,906		43,972
Support costs				
Staff costs				
Wages		26,607		29,842
Motor and travel				
Annual expenditure	4,422		3,855	
Motor vehicles depreciation	6,845		2,771	
"Profit" on sale of assets	(928)		-	
		10,339		6,626
Premises				
Rent, rates and utilities		26,723		22,146
Office costs				
Annual expenditure	7,973		4,664	
Equipment depreciation	-		-	
		7,973		4,664
Sundry expenses				
Annual expenditure		151		1,337
Governance costs				
Meeting costs	-		36	
Legal and professional fees	2,257		1,084	
		2,257		1,120
Total resources expended		101,114		120,083
Net (expenditure) / income		(30,148)		16,406