

Lovewell Blake
Chartered Accountants

280331

**Wroxham and
Hoveton Lions
Club Charity Trust
Fund**

Unaudited annual
report and financial
statements for the
year ended

~~31 March 2015~~

30th JUNE 2016

CHARITY COMMISSION
FIRST CONTACT

-6 DEC 2016

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Wroxham and Hoveton Lions Club Charity Trust Fund

Financial statements

Year ended 30 June 2016

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Wroxham and Hoveton Lions Club Charity Trust Fund

Trustees annual report (continued)

Year ended 30 June 2016

The trustees present their report and the unaudited financial statements of the company for the year ended 30 June 2016.

Reference and administrative details

Registered charity name	Wroxham and Hoveton Lions Club Charity Trust Fund
Charity registration number	280331
Principal office	6 Three Acre Close Hoveton Norwich Norfolk NR12 8QL

The trustees

The trustees who served the company during the period were as follows:

M Barker
D Barnett
S Barnett
M Clipston
R Clipston
T Vout

Independent examiner

Mr P Briddon FCA BSc
Excelsior House
9 Quay View Business Park
Barnards Way
Lowestoft
NR32 2HD

Bankers

HSBC
Riverside Centre
Hoveton
Norwich
Norfolk
NR12 8DE

CCLA Investment Management Limited
80 Cheapside
London
EC2V 6DZ

Wroxham and Hoveton Lions Club Charity Trust Fund

Trustees annual report (continued) *(continued)*

Year ended 30 June 2016

Structure, governance and management

Governing document

Wroxham and Hoveton Lions Club Charity Trust Fund was established by a Declaration of Trust dated 6 May 1980 and is a registered charity with the Charity Commission. The charity is also a member of the International Association of Lions Clubs and as such is governed by their constitution.

Recruitment, appointment and training of Trustees

Trustees shall be persons who through residence, occupation, employment or otherwise have special knowledge of the area of benefit or who otherwise able by virtue of their personal and professional qualifications to make a contribution to the pursuit of the objects of the charity.

Persons appointed to the positions of President, Secretary and Treasurer automatically become Trustees on their appointment to Office.

The remaining three Trustees are appointed on a three year rolling basis by a democratic vote by the Club, after being identified by the existing Trustees as possible candidate, and their agreement to act sought.

The Trustees who held office throughout the year are listed on page 1.

Objectives and activities

The charity shall pursue such charitable purpose or purposes according to the law of England and Wales in and within the beneficial area as the club shall in its absolute discretion determine and select.

The charity aims to raise as much money as possible through fund raising activities and the charity shop to enable us to serve the community and those less fortunate than ourselves by charitable donations.

Public benefit

The Trustees confirm that due regard has been paid to the Charity Commission guidance on public benefit, in deciding what activities the charity should undertake. It is considered a public benefit is provided through the donations made by the Trust to other charities towards their charitable objectives and to those less fortunate.

Achievements and performance

The charity continues to raise money through fund raising activities and the charity shop to enable us to serve the community and those less fortunate than ourselves by charitable donations.

Voluntary help and gifts in kind

The charity recognises the invaluable help given by volunteers in the staffing of the shop, and thanks those individuals concerned.

Financial review

The results for the year are shown on pages 5 to 12.

Reserves policy

At the year-end the charity's reserves were £83,683 (2015: £85,255)

The charity aims to hold £25,000 in reserves to cover three year's rent on the charity shop. Other funds are held to enable the charity to respond quickly to any Local, National or International emergencies and disasters.

Wroxham and Hoveton Lions Club Charity Trust Fund

Trustees annual report (continued) *(continued)*

Year ended 30 June 2016

Grant making policy

The Welfare Committee discusses all suggestions and requests for financial support, their proposals are put to the club and a democratic vote held. All support given is by way of donation only.

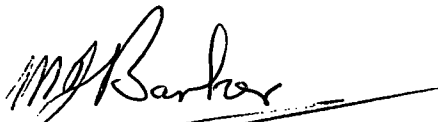
Plans for future periods

The trustees consider all objectives were met in the last financial year and the plan for the future is to continue on the same basis.

Independent examiner

A resolution to reappoint Mr P Briddon FCA BSc as independent examiner for the ensuing year will be proposed at the Trustees Meeting.

Signed on behalf of the trustees


Mr M Barker - President

11 October 2016

Wroxham and Hoveton Lions Club Charity Trust Fund

Independent examiner's report to the trustees of Wroxham and Hoveton Lions Club Charity Trust Fund

Year ended 30 June 2016

I report on the accounts of the company for the year ended 30 June 2016 which are set out on pages 5 to 12.

Respective responsibilities of trustees and examiner

The company's trustees are responsible for the preparation of the accounts. The company'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 needed.

It is my 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 my attention.

Basis of independent examiner's report

My 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 company 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 statement below.

Independent examiner's statement

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

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

- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

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

Mr P Briddon FCA BSc
Independent examiner
Lowestoft

26 October 2016

Wroxham and Hoveton Lions Club Charity Trust Fund

Statement of financial activities

Year ended 30 June 2016

	Note	Total Funds 2016 £	Total Funds 2015 £
Income and endowments			
Donations and legacies	2	5,493	4,170
Income from charitable activities	3	65,155	70,894
Other trading activities	4	26,646	25,093
Investment income	5	202	200
Total income		<u>97,496</u>	<u>100,357</u>
Expenditure			
Expenditure on raising funds:			
Costs of raising donations and legacies	6	(3,961)	(9,048)
Expenditure on charitable activities	7	(95,107)	(87,518)
Total expenditure		<u>(99,068)</u>	<u>(96,566)</u>
Net (outgoing)/incoming resources for the year	8	<u>(1,572)</u>	<u>3,791</u>
Reconciliation of funds			
Total funds brought forward		85,255	81,464
Total funds carried forward		<u>83,683</u>	<u>85,255</u>

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

All of the above amounts relate to continuing activities.

The notes on pages 7 to 12 form part of these financial statements.

Wroxham and Hoveton Lions Club Charity Trust Fund

Balance sheet

30 June 2016

	Note	2016 £	£	2015 £	£
Fixed assets					
Tangible assets	10		1,330		1,712
Current assets					
Debtors	11	12,223		10,923	
Cash at bank		<u>70,975</u>		<u>73,470</u>	
		83,198		84,393	
Creditors: Amounts falling due within one year	12	<u>(845)</u>		<u>(850)</u>	
Net current assets			82,353		83,543
Total assets less current liabilities			<u>83,683</u>		<u>85,255</u>
Net assets			<u>83,683</u>		<u>85,255</u>
Funds of the charity					
Unrestricted income funds	13		83,683		85,255
Total charity funds			<u>83,683</u>		<u>85,255</u>

These financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015).

These financial statements were approved by the trustees and authorised for issue on the 11 October 2016 and are signed on their behalf by:

Mr D Barnett
Secretary



Mr M Clipston.
Treasurer



The notes on pages 7 to 12 form part of these financial statements.

Wroxham and Hoveton Lions Club Charity Trust Fund

Notes to the financial statements

Year ended 30 June 2016

1. Accounting policies

(a) Basis of accounting

The financial statements have been prepared under the historical cost convention, as modified by the revaluation of certain fixed assets and investments measured at market value. The financial statements have been prepared in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015), and the requirements of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2015) (SORP 2015).

(b) Fund accounting

- Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

(c) Incoming resources

All incoming resources are included in the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income:

- Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a specific performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.
- Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.
- Clothing and other items donated for resale through the charity's shop are included as incoming resources within charitable activities when they are sold.
- Investment income is included when receivable.

(d) Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and the costs of fundraising.
- Charitable activities comprise those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and costs linked to the strategic management of the charity.
- All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

(e) Fixed assets

All fixed assets are initially recorded at cost.

There is no value below which assets are not capitalised.

Wroxham and Hoveton Lions Club Charity Trust Fund

Notes to the financial statements

Year ended 30 June 2016

1. Accounting policies (*continued*)

(f) Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Fixtures and fittings	- 25% reducing balance
Motor vehicles	- 25% reducing balance

(g) Grants

Grants are recognised in the year in which they are authorised, communicated and become unconditionally payable.

2. Donations and legacies

	Unrestricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Total Funds 2015 £
Collections	3,801	3,801	3,679	3,679
Donations	1,692	1,692	491	491
	<u>5,493</u>	<u>5,493</u>	<u>4,170</u>	<u>4,170</u>

3. Income from charitable activities

	Unrestricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Total Funds 2015 £
Shop takings	65,155	65,155	70,894	70,894

4. Other trading activities

	Unrestricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Total Funds 2015 £
Tombola	2,640	2,640	1,753	1,753
Craft fair	1,003	1,003	1,564	1,564
Motor show	18,550	18,550	16,159	16,159
Kiosk	4,453	4,453	5,617	5,617
	<u>26,646</u>	<u>26,646</u>	<u>25,093</u>	<u>25,093</u>

5. Investment income

	Unrestricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Total Funds 2015 £
Bank interest receivable	202	202	200	200

6. Costs of raising donations and legacies

Unrestricted Funds £	Total Funds 2016 £	Unrestricted Funds £	Total Funds 2015 £
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Wroxham and Hoveton Lions Club Charity Trust Fund

Notes to the financial statements

Year ended 30 June 2016

Tombola costs	–	–	225	225
Motor show expenses	1,737	1,737	6,240	6,240
Kiosk purchases	2,224	2,224	2,583	2,583
	<u>3,961</u>	<u>3,961</u>	<u>9,048</u>	<u>9,048</u>

7. Costs of charitable activities

	Unrestricted Funds	Total Funds 2016	Unrestricted Funds	Total Funds 2015
	£	£	£	£
Grants payable	41,934	41,934	32,125	32,125
Wages	24,640	24,640	22,192	22,192
Rent and rates	14,827	14,827	14,984	14,984
Insurance	1,469	1,469	717	717
Light and heat	1,034	1,034	951	951
Cleaning	413	413	392	392
Repairs and maintenance	517	517	1,547	1,547
Printing, stationery and telephone	1,056	1,056	1,400	1,400
Advertising	480	480	305	305
Travelling and other expenses	1,973	1,973	1,623	1,623
General expenses	567	567	1,073	1,073
Expenses re charity objectives	3,882	3,882	7,867	7,867
Depreciation	382	382	484	484
Volunteer expenses	727	727	652	652
Support costs	1,206	1,206	1,206	1,206
	<u>95,107</u>	<u>95,107</u>	<u>87,518</u>	<u>87,518</u>

Wroxham and Hoveton Lions Club Charity Trust Fund

Notes to the financial statements

Year ended 30 June 2016

7. Costs of charitable activities (continued)

Total grants made during the year were for the following purposes:

Purpose	No	2016 £	No	2015 £
Education and community	40	17,517	51	14,046
Healthcare	14	8,836	20	7,345
Lions Club International Foundation	5	6,881	10	4,459
Mobility	2	750	2	1,500
Rescue Services	5	7,950	7	4,775
		<u>41,934</u>		<u>32,125</u>

Typical grants were:

	2016 £	2015 £
Education and community		
Broadland Youth Community	1,200	1,000
Hoveton Air Training Corp	—	1,000
1st Hoveton & Wroxham Sea Scouts	1,000	—
Hall School	2,600	—
Healthcare		
NANSA - Norfolk Disability aid	—	2,175
Friends of Norfolk & Norwich Hospital	—	1,000
EACH (East Anglia Childrens Hospice)	4,200	2,275
Papworth Hospital	500	—
Mulbarton Ward - Norfolk & Norwich Hospital	520	—
Jenny Lind Children's Hospital	2,500	—
Lions Club International Foundation		
Ebola Aid Appeal	—	1,000
Nepal Disaster Appeal	—	2,000
Cumbria Floods Appeal	5,000	—
Mobility		
Nancy Oldfield Trust	1,000	1,000
Rescue Services		
East Anglian Air Ambulance	4,200	2,275
Scottys Little Soldiers	—	2,175
Sea Palling Life Boat	2,000	—

During the year grants of £41,734 (2015: £32,025) were paid to institutions with £200 (2015: £100) being paid to individuals.

Wroxham and Hoveton Lions Club Charity Trust Fund

Notes to the financial statements

Year ended 30 June 2016

8. Net (expenditure)/income for the year

This is stated after charging:

	2016 £	2015 £
Depreciation	<u>382</u>	<u>484</u>

Independent Examiner's fees

Other fees charged by the independent examiner can be further analysed under the following headings for services rendered:

	2016 £	2015 £
Independent examination fees	810	810
Accountancy fees	<u>396</u>	<u>396</u>
	<u>1,206</u>	<u>1,206</u>

9. Staff costs and emoluments

Total staff costs were as follows:

	2016 £	2015 £
Wages and salaries	24,640	21,522
Social security costs	<u>-</u>	<u>670</u>
	<u>24,640</u>	<u>22,192</u>

The average number of employees in the year was 3 (2015 - 2).

No employee received remuneration of more than £60,000 during the year (2015 - Nil).

No remuneration was paid to the Trustees during the year (2015 - NIL). 4 Trustees were reimbursed for donations, travel, volunteer, stationery and maintenance expenses amounting to £1,827 (2015 - 3 Trustees amounting to £327).

10. Tangible fixed assets

	Fixtures & Fittings £	Motor Vehicles £	Total £
Cost			
At 1 July 2015 and 30 June 2016	<u>11,836</u>	<u>5,000</u>	<u>16,836</u>
Depreciation			
At 1 July 2015	10,792	4,332	15,124
Charge for the year	<u>215</u>	<u>167</u>	<u>382</u>
At 30 June 2016	<u>11,007</u>	<u>4,499</u>	<u>15,506</u>
Net book value			
At 30 June 2016	<u>829</u>	<u>501</u>	<u>1,330</u>
At 30 June 2015	<u>1,044</u>	<u>668</u>	<u>1,712</u>

Wroxham and Hoveton Lions Club Charity Trust Fund

Notes to the financial statements

Year ended 30 June 2016

11. Debtors

	2016 £	2015 £
Trade debtors	2,954	2,954
Other debtors	600	600
Prepayments	8,669	7,369
	<u>12,223</u>	<u>10,923</u>

12. Creditors: Amounts falling due within one year

	2016 £	2015 £
PAYE and social security	35	70
Accruals and deferred income	810	780
	<u>845</u>	<u>850</u>

13. Unrestricted income funds

	Balance at 1 July 2015 £	Income £	Expenditure £	Balance at 30 June 2016 £
General Funds	<u>85,255</u>	<u>97,496</u>	<u>(99,068)</u>	<u>83,683</u>

14. Analysis of net assets between funds

	Tangible fixed assets £	Net current assets £	Total £
Unrestricted Income Funds	<u>1,330</u>	<u>82,353</u>	<u>83,683</u>
Total Funds	<u>1,330</u>	<u>82,353</u>	<u>83,683</u>